



West Lothian
Council

Culture and Leisure Policy Development and Scrutiny Panel

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

7 October 2016

A meeting of the **Culture and Leisure Policy Development and Scrutiny Panel** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Thursday 13 October 2016** at **8:30am**.

For Chief Executive

BUSINESS

1. Apologies for Absence
2. Order of Business, including notice of urgent business
3. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
4. Confirm Draft Minute of Meeting of Culture and Leisure Policy Development and Scrutiny Panel held on Thursday 25 August 2016.
5. Community Arts Performance - Report by Head of Education (Learning, Policy and Resources) (herewith).
6. Library and Heritage Services Performance - Report by Head of Housing, Customer and Building Services (herewith).
7. Learn to Swim Plus Update - Report by Head of Education (Learning, Policy and Resources) (herewith).
8. West Lothian's Grassroots Public Art Grant Programme - Report by Head

DATA LABEL: Public

of Education (Learning, Policy and Resources) (herewith).

9. Update on Five Public Art Developments: Armadale, Boghall, Linlithgow, Livingston & Torphichen with Contributions from West Lothian Public Art Fund - Report by Head of Education (Learning, Policy and Resources) (herewith).
10. Culture and Leisure Policy Development and Scrutiny Panel Workplan (herewith).

NOTE **For further information please contact Eileen Rollo on 01506 281621 or email eileen.rollo@westlothian.gov.uk**

MINUTE of MEETING of the CULTURE AND LEISURE POLICY DEVELOPMENT AND SCRUTINY PANEL of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 25 AUGUST 2016.

Present – Councillors Dave King (Chair), Cathy Muldoon, Jim Dixon, Carl John, Frank Toner, Jim Walker, Robin Strang, West Lothian Leisure

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE

The panel confirmed the Minute of its meeting held on 2 June 2016 as a correct record. The Minute was thereafter signed by the Chair.

3.. SPORT AND OUTDOOR EDUCATION PERFORMANCE REPORT

The panel considered a report (copies of which had been circulated) by the Head of Area Services providing an update on Sport and Outdoor Education performance activities since the previous report in February 2016.

Appendix 1 to the report illustrated the range of programmes, projects and facility developments related to Sport and Outdoor Education in West Lothian.

The report demonstrated the curricular and community impact of the Sport and Outdoor Education Service through increasing opportunities and encouraging greater participation in sport and physical activity to improve health and well-being in addition to supporting community capacity-building.

In conclusion the report illustrated the wide range of inputs and activities related to sport and physical activity in West Lothian. The report also demonstrated the value of Sport and Outdoor Education service, Active Schools and West Lothian Leisure in increasing opportunities and encouraging greater participation in sport and physical activity assisting in the achievement of identified health, well-being and community capacity-building outcomes.

Decision

To note the contents of the report.

4. COMMUNITY AND LEISURE PERFORMANCE REPORT

The panel considered a report (copies of which had been circulated) by

the Head of Area Services providing an update on Community Leisure activities and performance in the second half of 2015/16 and to highlight the impact of the service.

Appendix 1 to the report included a summary of the latest service performance information across the main activities of Sport and Leisure, Adult Learning and Under-5s services. The report also highlighted an increase in customers from the most deprived areas in West Lothian, high levels of customer satisfaction and all five efficiency measures within target.

In conclusion Appendix 1 provided evidence of the value of the contribution of Community and Leisure and the positive impact made on the health and well-being and education of service users.

Decision

To note the contents of the report.

5. COMMUNITY FACILITIES UPDATE

The panel considered a report (copies of which had been circulated) by the Head of Area Services providing an update on progress with the capital investment programme in relation to community facilities.

The report advised that facilities played a key role in the development of sport, recreation and community activity and that an appropriate infrastructure supported the delivery of community programmes and activities and delivered associated health and well-being outcomes.

Appendix 1 to the report was a work plan of current projects, including status updates. It showed that a number of exciting community projects were being progressed in communities across West Lothian. Consultation and briefing arrangements would continue with local community stakeholder, elected members and service partners with regard to the projects in financial years 2016/17 up to 2017/18.

The project status report attached as appendix 1 provided a brief overview of the facility developments in communities across West Lothian since the last report on 2 June 2016. Consultation and briefing arrangements would continue with local community stakeholders, elected members and service partners.

The panel was asked to note the progress within the project status report including

- Progress within the construction schedule for the new Blackburn Partnership centre. A water supply was provided and ground improvement works were currently underway.
- Completion of the Kirkton Park tennis courts in Bathgate. The courts were now open to the public with a total of 623 hours of tennis booked at the courts since 1 April 2016.

- Commencement of works at East Calder Partnership centre. Ground works to main building were currently underway.
- Improvement works would commence at Broxburn swimming pool from 22 August to refurbish the changing area, replace plant and install new soft play equipment. The pool would re-open 5 September 2016.
- Completion of KGV football pavilion in Whitburn. The new pavilion was utilised by Whitburn Football Community Association to support and develop community football within the locality.
- Commencement of works to replace blaes football pitch adjacent to St Johns Primary School in Fauldhouse with grass pitch. Main build works to be completed by end of summer 2016. Sand slitting works to be carried out in 2017 once seeding develops.

In conclusion the Head of Education (Quality Assurance) advised that West Lothian Council and West Lothian Leisure had invested significant capital funds in the improvement of community facilities in recent years.

Progress continued to be made, in partnership with colleagues in Housing, Building Services and Finance and Property Services to develop projects funded through the West Lothian Council and West Lothian Leisure capital programmes.

Decision

To note the terms of the report.

6. WORKPLAN

The panel considered a list of items that would form the basis of the panel's work over the coming months.



CULTURE AND LEISURE POLICY DEVELOPMENT AND SCRUTINY PANEL

COMMUNITY ARTS PERFORMANCE REPORT

REPORT BY HEAD OF EDUCATION (LEARNING, POLICY AND RESOURCES)

A. PURPOSE OF REPORT

This report provides an update on Community Arts activities and performance since the last report in April 2016 and highlights notable achievements and developments.

B. RECOMMENDATION

To note the content of the attached report (Appendix 1).

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; and working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	An update on key performance indicators for the service is included in the report.
V Relevance to Single Outcome Agreement	Outcome 1 - Our children have the best start in life and are ready to succeed Outcome 2 - We are better educated and have access to increased and better quality learning and employment opportunities Outcome 4 - We live in resilient, cohesive and safe communities Outcome 7 - We live longer, healthier lives and have reduced health inequalities
VI Resources - (Financial, Staffing and Property)	None.
VII Consideration at PDSP	None.

VIII Other consultations None.

D. TERMS OF REPORT

The report, attached as Appendix 1, includes a summary of the latest performance figures and notable achievements over the past six months across the main service activities of arts venues, Youth Music Initiative, Arts and Learning, Arts and Wellbeing, Public Art and supporting the voluntary arts sector. Information on the performance and achievements of Firefly Arts Ltd and the Regal Community Theatre in Bathgate are attached as Appendices 2 and 3.

E. CONCLUSION

Appendix 1 demonstrates the impact of the service and how it contributes to the relevant Single Outcome Agreement outcomes.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

Appendix 1: Community Arts Performance Report (October 2016)

Appendix 2: Firefly Arts Ltd Report (October 2016)

Appendix 3: Regal Community Theatre Report (October 2016)

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James Cameron, Head of Education (Learning, Policy and Resources)

Date of meeting: 13 October 2016

2016

Culture and Leisure PDSP
13 October 2016
Community Arts
Appendix 1 : Performance Report

Laura Tyrrell, Interim Culture & Sport Manager



Contents

1.	Overview	2
2.	Performance	3
3.	Howden Park Centre	5
4.	Linlithgow Burgh Halls	6
5.	Community Arts Activities	7
6.	Partnerships	12
7.	KPIs	13

1. Overview

1.1 Community Arts

The arts make a significant contribution to improving the quality of life for the citizens of West Lothian and the Community Arts service is committed to helping the council achieve the outcomes in the Single Outcome Agreement. We aim to focus our resources in order to bring the maximum benefits of the arts to targeted groups while continuing to offer opportunities for all. We work in partnership to extend our provision and seek opportunities to attract external funding, particularly through Creative Scotland. The aim of Community Arts is that everyone in West Lothian should have the opportunity to experience the social, economic, educational, environmental, health and creative benefits of the arts.

Main Services Provided by Community Arts

- ⦿ Managing the venues - Howden Park Centre and Linlithgow Burgh Halls
- ⦿ Arts and Lifelong Learning
- ⦿ Arts and Wellbeing
- ⦿ Support for the Voluntary Arts sector
- ⦿ Arts Grants
- ⦿ Public Art

Community Arts Priority Activities

- ⦿ Provide high quality arts venues
- ⦿ Provide high quality facilities for the arts
- ⦿ Provide a diverse programme of arts activities for different life stages
- ⦿ Work in partnership to extend arts provision
- ⦿ Work in partnership to reduce inequalities
- ⦿ Support & develop the voluntary arts sector
- ⦿ Provide arts grants
- ⦿ Promote the arts

2. Performance

The main purpose of this report is to update panel members on Community Arts' activities and performance since the last report in April 2016 and to highlight notable achievements and developments. Our Key Performance Indicator results can be found at the end of this document.

Customer Satisfaction

We aim to deliver high quality services that meet people's needs and expectations and to ensure that customers are treated fairly and given equal access to the services we provide. Customer satisfaction results in Quarter One – April to June 2016/17 – were generally very positive. Notable results include achieving 100% for value for money and clarity of the venue hire charges. Satisfaction with the arts programme was slightly below target and this is due to customer reactions to specific exhibitions at Linlithgow Burgh Halls. While the quality of the work on display is high, it does not always meet with every customer's particular taste.

Customer Satisfaction KPIs	Target Q1 2016/17	Actual Q1 2016/17
% of customers who rated the overall quality of customer service provided as excellent or good	97%	98%
% of customers who rated timeliness in response to requests as excellent or good	96%	93%
% of customers who rated the service they received compared to what they needed as excellent or good	96%	97%
% customers who rated our performance in keeping them informed as excellent or good	96%	96%
% of customers who rated staff attitude in terms of friendliness and helpfulness as excellent or good	98%	98%
% customers who rated the staff professionalism in terms of knowledge and professionalism as excellent or good	98%	99%
% of customers who feel that they have been treated fairly	99%	99%
% customers who rated the facilities at Howden Park Centre and Linlithgow Burgh Halls as excellent or good	96%	97%
% of customers who rated the quality of the arts programme at Howden Park Centre and Linlithgow Burgh as excellent or good	98%	96%
% of customers who rated the value for money of the venue hire charges as excellent or good	97%	100%
% of customers who rated the clarity of the venue hire charges as excellent or good	97%	100%
% of customers who rated the choice of food and beverages available at the arts venues as excellent	90%	91%
% of customers who rated the value for money of food and beverages available at the arts venues as excellent or good	86%	93%
% of customers who rated the quality of food and beverages available at the arts venues as excellent or good	86%	91%
% of customers who rated the accessibility of the service as excellent or good	91%	95%

Complaints

Community Arts records complaints using Frontline, the council's corporate customer relationship management system. Complaints are reviewed on a monthly basis by the management team and analysed to identify service improvements.

Complaints KPIs	Target Q1 2016/17	Actual Q1 2016/17
Number of complaints closed at stage one within 5 working days as a percentage of the total number of stage one complaints closed	100%	100%
Number of stage two complaints closed within 20 working days as a percentage of all stage two complaints closed	100%	N/A
Number of complaints received by the service	7	1
% of complaints received by the service which were upheld or partly upheld	Reported annually	

Outcomes

Community Arts has PIs which measure how the key activities of the service contribute to a range of outcomes and align with West Lothian Council's Single Outcome Agreement, specifically:

- Outcome 1** Our children have the best start in life and are ready to succeed
- Outcome 2** We are better educated and have access to increased and better quality learning and employment opportunities
- Outcome 4** We live in resilient, cohesive and safe communities
- Outcome 7** We live longer, healthier lives and have reduced health inequalities
- Outcome 8** We make the most efficient and effective use of resources by minimising our impact of the built and natural environment

Outcome PIs are measured using customer surveys which give respondents five possible responses from strongly agree to strongly disagree. Respondents tend to give a high proportion of neutral responses – neither agree nor disagree – which can affect the overall result. However, the overwhelming majority of customers report very high satisfaction activities on offer.

Impact KPIs	Aligns to Outcome	Target Q1 2016/17	Actual Q1 2016/17
% of teachers who agree that participating in a Community Arts education project has contributed to their pupils educational attainment	2	93%	78%
% of customers who agree that they are likely to become more active in their community as a result of participating in a Community Arts activity	4	70%	72%
% of customers who agree that their well-being has improved as a result of participating in Community Arts activities	7	87%	74%
% of people who agree that public art commissions can enhance the natural and built environments and improve local spaces for residents and visitors	8	93%	87%

⦿ **Participation**

We record numbers of people participating in Community Arts activities and attending Linlithgow Burgh Halls and Howden Park Centre. Recorded attendance at Howden Park Centre has increased significantly because footfall counters were installed to capture visitor numbers electronically rather than manually. In addition, attendance has risen due to the increased number of commercial dance school bookings during this period. Attendance at Linlithgow Burgh Halls was under target due to a reduction in the number of wedding bookings compared to Q1 2015/16.

Participation KPIs	Target Q1 2016/17	Actual Q1 2016/17
Community Arts participants	1,000	1,184
Howden Park Centre attendees	28,000	50,054
Linlithgow Burgh Halls attendees	26,000	22,045

3. Howden Park Centre

Community Arts presents a year round performing arts and participation programme at Howden Park Centre. The centre is also well used by voluntary arts groups who hire the venue for rehearsals, performance and exhibitions and by other groups who hire the venue for meetings, seminars, training events and conferences. Free Wi-Fi internet access is also available to customers.

Arts Programme

Howden Park Centre's participation programme includes workshops, courses and classes for children and young people, adults and older people and covers a range of art forms. 106 sessions took place between April and June and included Dynamic Yoga, Restorative Yoga, Pilates, After School Arts, Tap Dancing, Ballet and Strictly Come Dancing. 1,527 people participated in the programme which generated £6,300 in gross ticket income. Between April and August there were 33 theatre, music and comedy performances at Howden Park Centre. Musical highlights included performances by the award-winning jazz trio BK3 playing a tribute to Fats Waller, pop and rock by The Real Thing and Big Country, the annual Festival of Brass and our regular Band Showcase featuring the best of local musical talent. For our young audience members there was the Easter Tea Party, Hairy Maclary, JRR Tolkien's Leaf By Niggle, Lazy town and the annual Youth Dance Showcase. There was also stand-up by Chris Ramsay, Craig Hill, Daniel Sloss, Kai Humphries and Mark Nelson plus comedy musical Girls Night Out and Basil & Co Comedy Dinner Show a 'sitcom experience' show which was presented whilst the audience enjoyed a three course meal in the Bistro. 5,600 tickets were sold grossing £75,500 ticket income.

"Great shows - from Britain's best talents to wonderful local productions, all are reasonably priced. Throw in the bistro and the art and it all adds up to a cracking venue." Customer

Lets

In addition to groups who hire the venue for meetings, seminars, training events and conferences, Howden Park Centre is well used by a variety of local community arts groups for rehearsals and performances. Between April and August Howden Park Centre presented shows by West Lothian Dance World, Toccata Ladies Choir, Millennium Stage School, Edinburgh Ballet, Livingston Players and JAW Dance and Performing Arts. Howden Park Centre earned £3,500 in ticket agency fees for the provision of Box Office services for these productions.

"I am writing to thank the venue staff for all their help in the organising of the event we ran last Thursday. The event ran well and everyone I spoke with commented on the facilities and welcoming feel to the building." Customer

Bar and Bistro

Howden Park Centre's café bar service is open 9am to 5pm Monday to Friday and 10am to 5pm on Saturday and Sunday and serves a range of hot and cold beverages, salads, sandwiches, soups, cakes and snacks. On performance evenings the bar is open for pre-show and interval drinks. New healthier options have been recently introduced such as fresh fruit smoothies and juices, healthier pop chips, fresh fruit, San Pellegrino carbonated soft drinks and alcohol free beer and wine and new lines soon to be introduced include baby food and fresh fruit salads.

"Excellent food and service. Wonderful bistro and staff. Thank you." Customer

4. Linlithgow Burgh Halls

Linlithgow Burgh Halls comprises an art gallery, education centre, tourist information centre and café. The gallery presents a changing programme of high quality solo and group shows, touring exhibitions and new commissioned work. In addition, the venue provides the local community with facilities suitable for a range of events including business meetings, conferences, weddings and social events. Free Wi-Fi internet access is also available to customers.

🕒 Exhibitions

Three exhibitions were shown at Linlithgow Burgh Halls during the period April to August attended by 6,282 people. *Elaine Alison: Branch Lines* ran from February to April. This exhibition explored themes of a search for identity through sculpture, screen printing and mixed media. Elaine is professional member of the Society of Scottish Artists and was the recipient of the Hope Scott Trust Award in 2013. From April to July brought *James Cumming RSA: Symbols of the Min*, to the Gallery. A major part of the exhibition focussed on Cummings' masterpiece of later life, the Linlithgow mural, *Community: A Festival of Time*. The current exhibition *Matisse: Drawing with Scissors – Late Works 1950-1954* has drawn a lot of visitors to the venue. This exhibition features 35 lithographic reproductions of the famous cut-outs that Matisse produced in last four years of his life. The exhibitions were supported by an education programme including gallery tours and talks, practical demonstrations and workshops.

🕒 World Book Night

World Book Night has events happening all over the country in libraries, community centres, pubs and many other venues and, this year, Community Arts brought the event to Linlithgow Burgh Halls. World Book Night which is a national initiative designed to encourage people who do not normally read to start by providing free books. The event was hosted by local historian Bruce Jamieson who gave a reading and hosted a literary quiz.

🕒 Linlithgow Marches

The annual Linlithgow Marches took place on Tuesday 14 June and the Burgh Halls hosted several hospitality events for various groups involved in this historic event: the Marches Breakfast was attended by over 200 guests; Linlithgow Rotary Club attended for breakfast before the commencement of the Riding of the Marches and the official Sherry Party of the Marches took place in the Ballie Hardie Hall. To celebrate Marches Day Linlithgow Burgh Halls held a barbeque in the café for members of the public.

🕒 Café and Bar

The café at the Burgh Halls continues to attract local customers and tourists who travel to the town during the peak summer months. Over 40,000 people visited the venue between April and August to visit the art gallery, attend events, access tourist information and visit the café. Between April and August the café and event catering generated an income of £48,800 and the bar generated an income of £27,700.

5. Community Arts Activities

Community Arts contributes to the wellbeing and lifelong learning of the people of West Lothian by providing opportunities to participate in the arts. The team consists of five Arts Officers who have a range of different remits including Visual and Public Art, Arts and Wellbeing and Learning. Each officer has responsibility for delivering a programme of arts activities in the community which are targeted at people who may be less likely to participate due to physical, social or economic barriers and which are designed to contribute to a range of outcomes. The five main programmes managed by the team are:

- ⊙ Arts & Wellbeing
- ⊙ Youth Music Initiative
- ⊙ Arts & Learning
- ⊙ Public Art
- ⊙ Supporting the Voluntary Arts Sector and Arts Grants

⊙ Arts and Wellbeing

The team develops projects which use the arts to improve wellbeing and create opportunities for positive personal and community change through a programme of work targeted at specific groups including vulnerable children, young people and adults. Because of the nature of the groups, these projects usually involve small numbers of people.

○ Connect

In a long running partnership with the Youth Inclusion Project, Community Arts provides a varied programme of art activities for looked after young people, young homeless people or those at risk of homelessness. Since April 2016 participants have had the opportunity to try a range of activities including filmmaking, DJ-ing, pottery and dancing.

- In July three groups of looked after young people took part in a project called Having Your Say. Working with a filmmaker they devised, filmed and edited a five minute film which expressed their thoughts and experiences.
- Between April and June young people at Riverside Community Wing in Craigshill worked with DJ Paul Traynor DJ-ing learning a range of DJ-ing skills. Participants learnt how to mix and create their own music and also designed covers for the CDs they created.
"I wish it was longer, maybe even on for ever. I really enjoyed doing it and have learned a lot more skills that could help me get a job doing it." Participant
- Dancer Lyndsey Osbourne helped the young people and develop their dance skills at Riverside Community Wing.
- A pottery course took place at Howden Park Centre giving young people the chance to use the excellent facilities in the ceramics studio to develop their pottery skills. Participants worked with artist Allison Weightman to design and create their own pottery and ceramic pieces.
"I really enjoyed coming to the group and would definitely recommend it to others." Participants

◉ **Youth Music Initiative**

Year 13 of the Youth Music Initiative started in August 2015 and finished at the end of school term in June 2016. The programme allows West Lothian Council to meet the Scottish Government's target that "every school pupil will have access to 12 hours free music tuition by P6". This is a flavour of some of the creative music education projects which took place in schools across West Lothian.

○ **Voice Rocks**

It has been recognised that there are many talented young singers in West Lothian who have little, if any, outlet for their interest. They enjoy singing pop and rock songs but do not want to participate in the more formal, classically-orientated choirs that are available. Voice Rocks aims to offer a group singing experience which is based on a "Rock Choir" approach – singing songs chosen by the young people, taught in an easy to learn style which does not require the ability to read music, formal training, sight singing, music theory, etc. It is a more musical theatre-style approach, instilling confidence, team building, and helping the young people to develop their voices and learn some vocal techniques along the way. Voice Rocks is open to all P5 to S6 pupils who are not already receiving formal lessons and takes place at Howden Park Centre on Saturday mornings.

"My daughter suffers from social anxiety and this class has been so beneficial in building her confidence and helping to build new friendships – Jen is a wonderful teacher and encourages the children to work as a team and build the confidences together and as individuals. Thank you for the opportunity for her to participate in such a worthwhile course." Parent

○ **Software Training Scotland & CPD**

Pupils from Knightsridge and Croftmalloch primary schools took part in a creative music-making and technical sound production project using iPad-based recording technology. The project offered an exciting and unique learning experience which was an effective tool for achieving the aims of the four capacities of Curriculum for Excellence.

"The whole experience for start to finish was amazing. The delivery from (the tutors) was second to none and the children built up a good relationship with them both." Teacher

○ **Record Breaking Grooves**

Over 700 pupils from 22 primary and ASN schools took part in an exciting attempt to set a new world record for the largest Djembe (African drum) Ensemble. The record was set at the Almondvale Football Stadium on 2 June with 476 Djembe drummers setting a new Guinness World Record. In preparation for the attempt Daniel Duggan from Infectious Grooves composed a brand new piece of percussion music and delivered in-schools workshops for pupils and CPD sessions for teachers.

"A great experience for the children and something wonderful to work towards. The event was very exciting and a fantastic opportunity for the children who took part." Teacher

◉ **Arts and Learning**

The team develops projects which use the arts to support the development of new skills and educational attainment through a programme of work targeted at children of school age including nursery, primary, secondary and those with additional support needs. This strand of work also encompasses lifelong learning and includes adults of working age and older people.

○ **Theatre in Schools**

Community Arts Theatre in Schools initiative allows primary school pupils and teachers to experience good quality live theatre in their school. In April Polkemmet, Winchburgh, Howden St. Andrew's RC and Letham primary schools received *The Story of the Little Gentleman* by the award-winning Catherine Wheels Theatre Company. The host schools invited neighbouring schools to attend to allow as many pupils as possible to benefit from the experience. The play addresses a variety of curricular areas as outlined the Curriculum for Excellence expressive arts experiences and outcomes.

○ **Inter-disciplinary Learning Project**

This project enabled S1 and S2 pupils at St. Margaret's Academy, with no previous experience of the performing arts, to learn about the profession and the different employment opportunities within it. Starting with a visit to Howden Park Centre, pupils met with arts professionals and learnt about their job roles and routes into work. Pupils then worked in school developing their own performance projects and worked with Howden Park Centre's professional technicians to stage them in the theatre to an audience of their peers. As a result of the project, pupils gained a greater understanding of the roles and job opportunities within the performing arts.

○ **Attainment Challenge**

Arts Education specialists, Hidden Giants, worked with pupils and teachers from St. Thomas's RC primary school to use creative approaches to support classroom cohesion and parental engagement. A high percentage of families in the school do not have English as their first language so the pupils decided to set up Scotland's first colouring-in club for adults to try and encourage parents into the school. This project was developed as part of the Scottish Attainment Challenge which is about achieving equity in educational outcomes, with a particular focus on closing the poverty-related attainment gap.

○ **Creative Learning Network**

Arts Education specialists, Hidden Giants, worked with pupils and teachers from Williamston and Dedridge primary schools to explore how a creative approach can support a core curriculum area such as literacy. Through a series of creative interventions pupils started to find inspiration in everyday objects and the outdoors which encouraged them to write more. Applying the Scottish Criterion Scale, there was a significant and measurable improvement in the pupils' writing based at end of the project and both teachers and pupils had a greater understanding of creativity skills.

- **Bridgend Shale Heritage Project**

Bridgend primary school worked with a local heritage group on a Heritage Lottery funded project which allowed them to learn about local area's shale mining heritage and to create an artistic output that reflected their learning. Pupils participated in intergenerational sessions, artefact handling sessions and conducted their own research to learn about the area's ties with the mining industry. Working with visual artist Michelle Mathieson pupils then created a tapestry which will be displayed in the school reception.

- **Teenagers and Toddlers**

Community Arts, in partnership with West Lothian Youth Action Project, is working with film and media company Hippotrix, to deliver *Teenagers and Toddlers*, a digital inter-generational project designed to inspire digital creativity in young people. The project allows participants to work with high quality digital artists, learn new skills and design and create a new digital product is such as an app or an interactive game with and for an early years audience. The project has been funded by Creative Scotland's Time to Shine Digital fund and is part of the delivery of the National Youth Arts Strategy.

- **Theatre in Schools Scotland**

Community Arts is working to meet the aim of the new *Theatre in Schools Scotland* initiative, that every child in Scotland has the opportunity to see a high quality and an age appropriate theatre performance in their school every year as part of the core curriculum. In August and September performances of *Martha* by Catherine Wheels Theatre Company and *Shopping for Shoes* by Visible Fictions Theatre Company toured to Windyknowe primary school. The ambition is to create a national touring network which will allow a wider dissemination of existing high quality work, to deliver creative and aesthetic education for teachers and give them new tools to deliver the curriculum for excellence.

- **Write On! - Creative Writing Conference**

S4 pupils from schools across West Lothian attended a one day conference at Howden Park Centre in September where they took part in workshops with professional writers working in a range of different genres from poetry to screen writing. This annual conference provides pupils with the opportunity to work with professional writers with the aim of developing their creative writing skills. Pupils also took part in a Q+A session with the writers to find out more about what it's like to be a professional writer.

🕒 **Public and Visual Art**

Working in partnership with Planning and Economic Development Services, Community Arts manages the council's Public Art programme. Funded by developer contributions, the Public Art programme engages with communities and enables them to manage the commissioning of new public art works and also catalogues, maintains and decommissions existing art works.

○ **East Calder New Partnership Centre Public Art**

The first community engagement session to inform the development of a piece of public art for the new partnership centre took place during the East Calder Gala Day in June. The new partnership centre, to be built on Main Street, East Calder is due for completion in 2017 and this will be the first piece of civic sculpture to be installed in the village.

○ **Almondvale Park Public Art Murals**

Four new public artworks have been created at sites along the river Almond as part of a wider restoration of the Almondvale Park project. From January to July over 185 people took part in nine community engagement sessions with artists *Bespoke Atelier* to generate ideas and content for the new mural designs. The launch event took place on 26 July and a project map and information leaflet has been created for people to use for self-guided walks.

○ **Grapevine Texas Art Exchange**

Pupils at Deans Community High School were given a creative challenge based on the theme *A Taste of Scotland* to create 20 artworks as part of the wider Grapevine West Lothian Twinning Association project. The artworks will be displayed at the Grapevine Texas Convention and Visitor Centre gallery when the West Lothian delegation visits in September. The Deans Community High School pupils who created the artworks met their American counterparts during a visit from the Grapevine delegates in June. American students gave a presentation of their artworks and took part in a lively discussion about art.

6. Partnerships

Community Arts provides Link Officer support for two arts organisations in West Lothian: Firefly Arts Ltd and the Regal Community Theatre in Bathgate. The Link Officers monitor these organisations' performance in achieving the outcomes which are purchased through Funding Agreements and carry out the council's annual "Health Check" monitoring process.

• Firefly Arts Ltd

West Lothian Council commissions Firefly Arts Ltd to provide youth theatre and associated services for children and young people aged 5 to 25 to develop their personal, social, educational and artistic skills, improve their self-confidence and attainment and lessen their risk of becoming involved in anti-social behaviour or low level criminality. Firefly received a grant of £102,450 this year from WLC to provide this service. While this core funding supports workshop and performance activity in Livingston, Bathgate and Linlithgow, it also enables the company to lever in project funds from charitable trusts and foundations, thereby generating significantly increased arts provision for young people who are socially, economically or geographically disadvantaged. Full details OF Firefly's activities can be found in Appendix 2.

• Regal Community Theatre

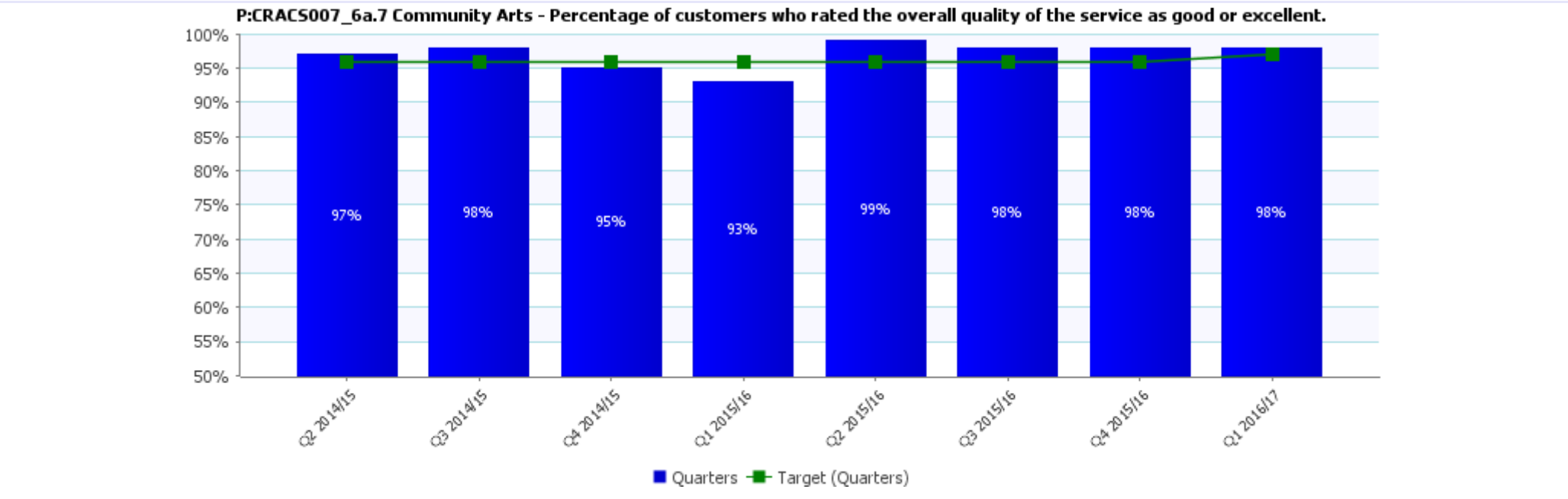
West Lothian Council commissions the Regal Community Theatre to get more people participating in the arts, give more arts groups access to the facilities in the venue and contribute to making Bathgate an excellent place to live, work and visit. The Regal received a grant of £126,936 this year from WLC to provide this service. Full details of The Regal's activities can be found in Appendix 3.

• Arts Grants

Community Arts manages and administers the Community Arts Grant Scheme which provides funding for voluntary arts organisations in West Lothian. Grants of up to £2,000 are available for purchase of equipment, projects, professional fees, projects that support youth initiatives and start-up costs. The total funding available in 2016/17 for the arts grants was £85,439. There are two funding deadlines each year: 1 April and 1 October. 28 applications received by the April deadline and 25 applications were awarded funding totalling £43,183 or 50.5% of the total funding available.

7. Key Performance Indicators

PI Code & Short Name	P:CRACS007_6a.7 Community Arts - Percentage of customers who rated the overall quality of the service as good or excellent.
Description	This performance indicator measures the percentage of customers who rated the overall quality of service provided by Community Arts as good or excellent. Customer feedback is sought via customer survey and customers are asked to rate the overall quality of the service provided as; excellent, good, adequate, poor or very poor. All responses ranked as either 'Excellent' or 'Good' are recorded as positive responses. For each quarter, the cumulative number of positive responses are divided by the total number of responses to determine a percentage. The results of customer feedback are analysed on a quarterly basis in order to identify areas for improvement.



Trend Chart Commentary:

2016/17

The target for this Performance Indicator in 2016/17 is 97%

Performance in Quarter 1 is 98%. There were 146 responses to this question, of which 115 were excellent; 28 good; 1 adequate, 2 poor and 0 very poor. The one adequate response related to a Public Art Talk at Howden Park Centre and while the customer commented that the talk was very informative, they were dissatisfied that the cafe wasn't open before the talk. The two poor responses related to; dissatisfaction with a performance in Howden Park Centre at the end of school workshops - customer responded poorly to all questions although gave a positive comment about the workshops; Linlithgow Burgh Halls exhibition - customer gave a positive comment about the exhibition but scored all questions poorly with no explanation provided for this.

2015/16

The target for this Performance Indicator in 2015/16 is 96%.

Performance in Quarter 4 is 98%. There were 342 responses to this question of which 263 were excellent; 71 were good; 5 adequate; 2 poor and 1 very poor. The very poor response was from a Linlithgow Burgh Halls customer who did not like the exhibition on display during February 2016 and selected the "very poor" response to every question as a result. The poor responses were from a voluntary arts organisation but they did not provide a comment to explain why they were unsatisfied with the service they received and from a Howden Park Centre customer who attended a gallery talk which they enjoyed and found worthwhile but felt the background noise disturbing.

Performance in Quarter 3 is 98%. There were 173 responses to this question of which 143 were excellent; 27 were good; 1 adequate; 1 poor and 1 very poor. The very poor responses were from a Howden Park Centre customer who selected the "very poor" response to every question and a Linlithgow Burgh Halls customer who visited the gallery. Neither customers provided a comment to explain why they were unsatisfied with the service they received.

Performance in Quarter 2 increased to 99%. There were 90 responses to this question of which 76 were excellent; 13 were good; 1 adequate; 0 poor and 0 very poor.

Performance in Quarter 1 is 93%. There were 102 responses to this question of which 80 were excellent; 15 were good; 3 adequate; 3 poor and 1 very poor. The poor and very poor responses resulted from complaints about a variety of issues in the arts venues including the lack of Wi-Fi, cafe opening hours, the quality of a performance, the quality of food and cleanliness of the toilets. All of these issues have been reviewed by the management team and improvements made where appropriate.

2014/15

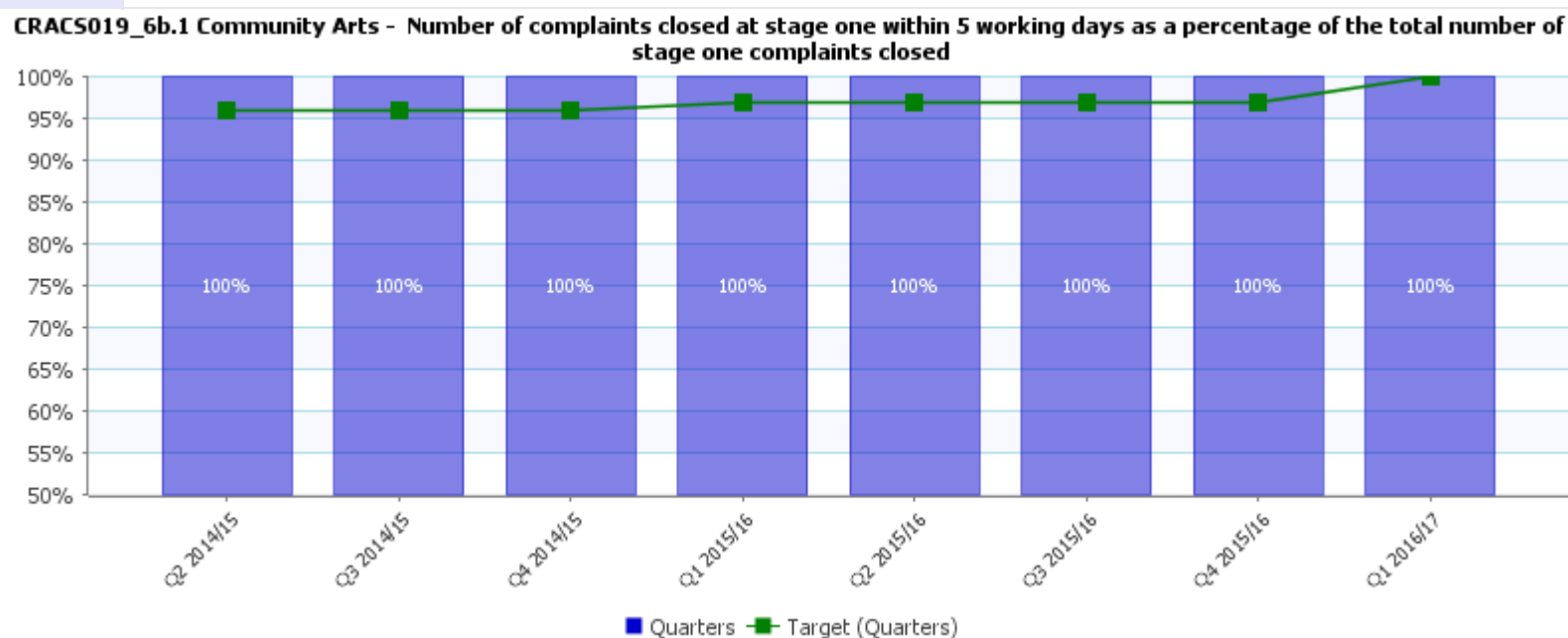
Performance in Quarter 4 is 95%. There were 131 responses to this question of which 91 were excellent; 34 were good; 4 adequate; 1 poor and 1 very poor. The very poor response resulted from a complaint about food and service in the arts venues and the poor response was from an arts grant recipient although the respondent did not provide any further information. All of these issues have been reviewed by the management team and improvements made where appropriate.

Performance in Quarter 3 is 98%. There were 145 responses to this question of which 133 were excellent; 9 good; 1 adequate and 2 poor.

Performance in Quarter 2 is 97%. There were 119 responses to this question of which 99 were excellent; 16 good; 2 adequate; 0 poor and 2 very poor. We have improved our performance in this performance indicator because we have undertaken some customer consultation with user groups to discuss their concerns with customer service and explore how we might make changes and improvements to the service.

Performance in Quarter 1 is 96%. There were 364 responses to this question of which 288 were excellent; 62 good; 10 adequate; 3 poor and 1 very poor. The poor and very poor responses are due to members of groups who hire the venue on a regular basis being unhappy that, from time to time, we need to move their activity to an alternative space within the venue to accommodate another income generating event.

PI Code & Short Name	CRACS019_6b.1 Community Arts - Number of complaints closed at stage one within 5 working days as a percentage of the total number of stage one complaints closed
Description	This performance indicator measures the overall percentage of Community Arts complaints that are resolved within five working days from the date of receipt. For each month the total number of complaints responded to within 5 working days is divided by total number of stage 1 complaints received to determine a percentage. The data for this indicator is extracted from the customer relationship management system (CRM). The complaints are analysed to identify improvements to the way the service is delivered to customers.



Trend Chart Commentary:

The target for this Performance Indicator in 2016/17 is 100%. Performance has remained at 100% since Quarter 1 2014/15.

2016/17

Performance in Quarter 1 is 100%. 1 complaint was received between April and June 2016 and this was resolved within the target time of 5 working days.

2015/16

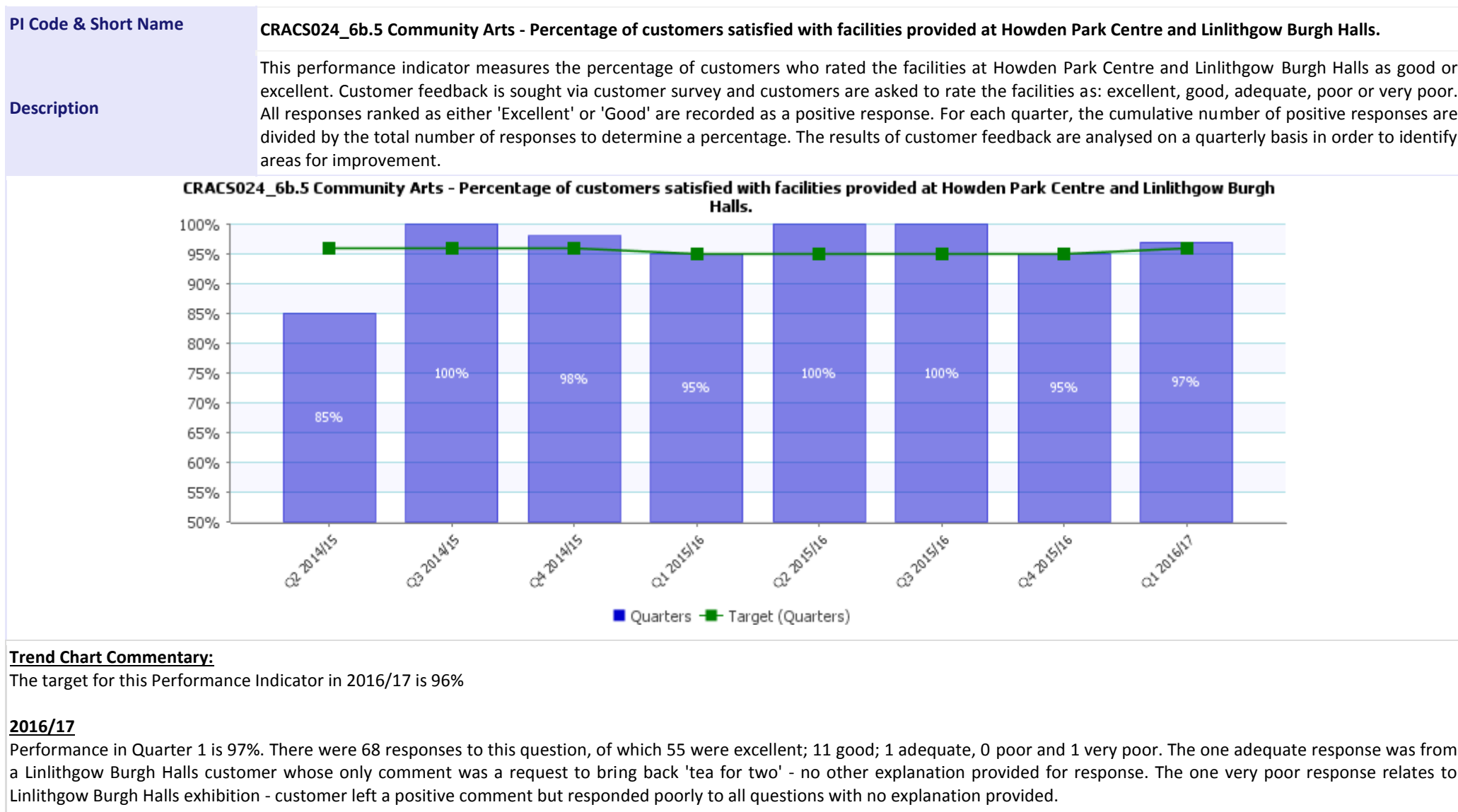
Performance in Quarter 4 is 100%. 8 complaints were received between January and March 2016 and all were resolved within the target time of 5 working days.

Community Arts
Performance Report

Performance in Quarter 3 is 100%. 6 complaints were received between October and December 2015 and all were resolved within the target time of 5 working days.
Performance in Quarter 2 is 100%. 5 complaints were received between July and September 2015 and all were resolved within the target time of 5 working days.
Performance in Quarter 1 is 100%. 26 complaints were received between April and June 2015 and all were resolved within the target time of 5 working days.

2014/15

Performance in Quarter 4 is 100%. 5 complaints were received between January and March 2015 and all were resolved within the target time of 5 working days.
Performance in Quarter 3 is 100%. 6 complaints were received between October and December 2014 and all were resolved within the target time of 5 working days.
Performance in Quarter 2 is 100%. 4 complaints were received between July and September 2014 and all were resolved within the target time of 5 working days.
Performance in Quarter 1 is 100%. 4 complaints were received between April and June 2014 and all were resolved within the target time of 5 working days.



2015/16

The target for this Performance Indicator in 2015/16 is 95%.

Performance in Quarter 4 is 95%. There were 203 responses to this question of which 156 were excellent, 37 good, 6 adequate, 3 poor and 1 very poor. The "poor" responses were from customers at Howden Park Centre who were unhappy with the toilet facilities and "very poor" response was from a Linlithgow Burgh Halls customer who did not enjoy the exhibition on display in February 2016.

Performance in Quarter 3 is 100%. There were 40 responses to this question of which 30 were excellent and 10 good.

Performance in Quarter 2 is 100%. There were 43 responses to this question of which 43 were excellent and 0 good, poor or very poor.

Performance in Quarter 1 is 95%. There were 60 responses to this question of which 47 were excellent; 10 good and 3 very poor. The very poor responses were for a variety of reasons relating to different parts of the service including customer care; messy toilets and customers who did not enjoy a theatre performance. Our experience is that when customers are dissatisfied with one element of customer service they express dissatisfaction with all elements and, therefore, it is difficult to identify a trend.

2014/15

Performance in Quarter 4 is 98%. There were 50 responses to this question of which 33 were excellent; 16 good and 1 very poor. The very poor response was from a customer unhappy with the toilets at Linlithgow Burgh Halls. Measures have been put in place to resolve the problem.

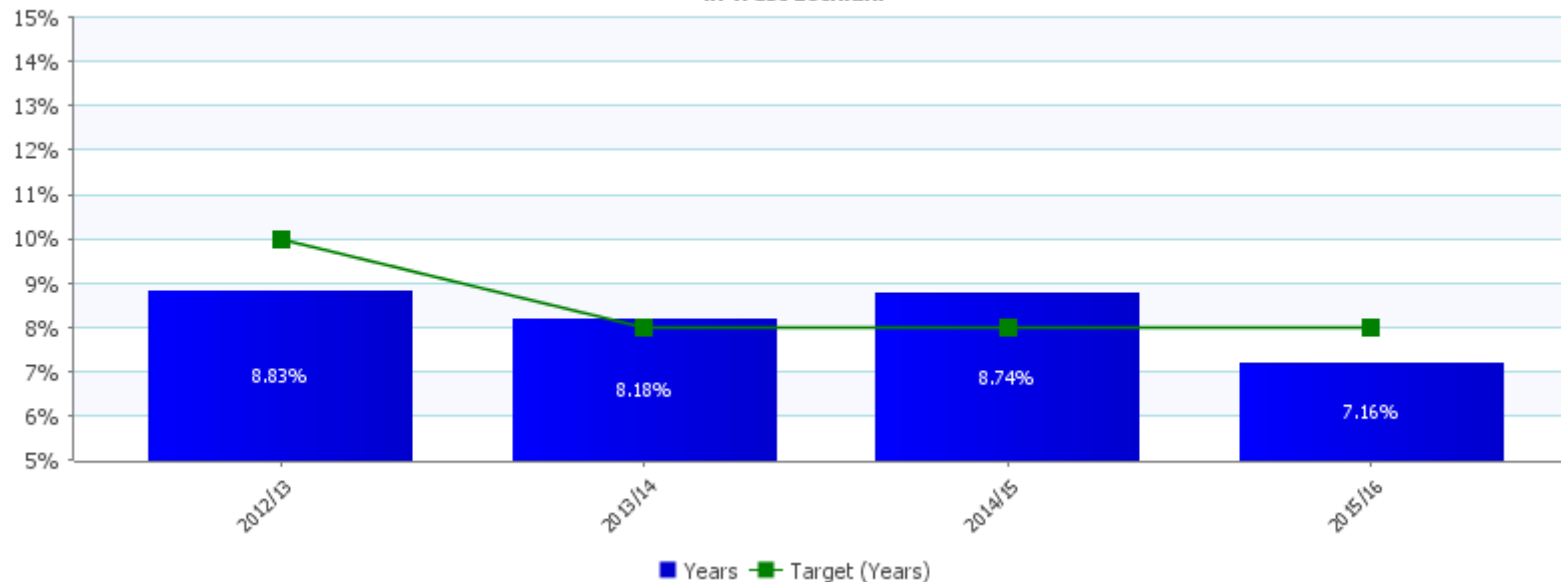
Performance in Quarter 3 is 100%. This is a 15% increase from Q2 and is up 3% on the same period as 2013/14. There were 28 responses to this question of which 28 were excellent or good.

Performance in Quarter 2 is 85%. There were 46 responses to this question of which 35 were excellent; 4 good and 4 poor and 3 very poor. The poor and very poor responses were all from Linlithgow Burgh Halls customers complaining about the heat in the function rooms due to the lack of Air Conditioning. Improvements to the facilities are planned to resolve the problem.

Performance in Quarter 1 is 91%. There were 32 responses to this question of which 26 were excellent; 3 good and 3 poor. The poor responses are due to members of groups who hire the venue on a regular basis being unhappy that, from time to time, we need to move their activity to an alternative space within the venue to accommodate another income generating events. Consultation was conducted with these groups to identify improvements and measures have been put in place to resolve the problem.

PI Code & Short Name	P:CRACS063_9b.1b Community Arts - Percentage of tickets sold at Howden Park Centre to addresses in the 20% most disadvantaged areas in West Lothian.
Description	This Performance Indicator measures the percentage of tickets sold at Howden Park Centre to addresses in the 20% most disadvantaged areas in West Lothian as a proportion of all tickets sold.

P:CRACS063_9b.1b Community Arts - Percentage of tickets sold at Howden Park Centre to addresses in the 20% most disadvantaged areas in West Lothian.



The target for this Performance Indicator in 2015/16 is 8%.

2015/16

Performance in 2015/16 is 7.16%. 45,662 tickets were sold and 3,268 of those postcodes which were provided were sold to addresses in the 20% most disadvantaged areas of West Lothian. Community Arts continually reviews the arts programme on offer to ensure it is accessible to as wide an audience as possible. This involves offering a programme which includes a variety of art forms and which suits a wide range of ages. We also programme events during the day which attracts an elderly audience and we provide a range of discounted prices including concessions for the unwaged.

2014/15

Community Arts Performance Report

The target is 8% and the performance is 8.74%. 44,042 tickets were sold and 3,850 of those postcodes which were provided were sold to addresses in the 20% most disadvantaged areas of West Lothian.

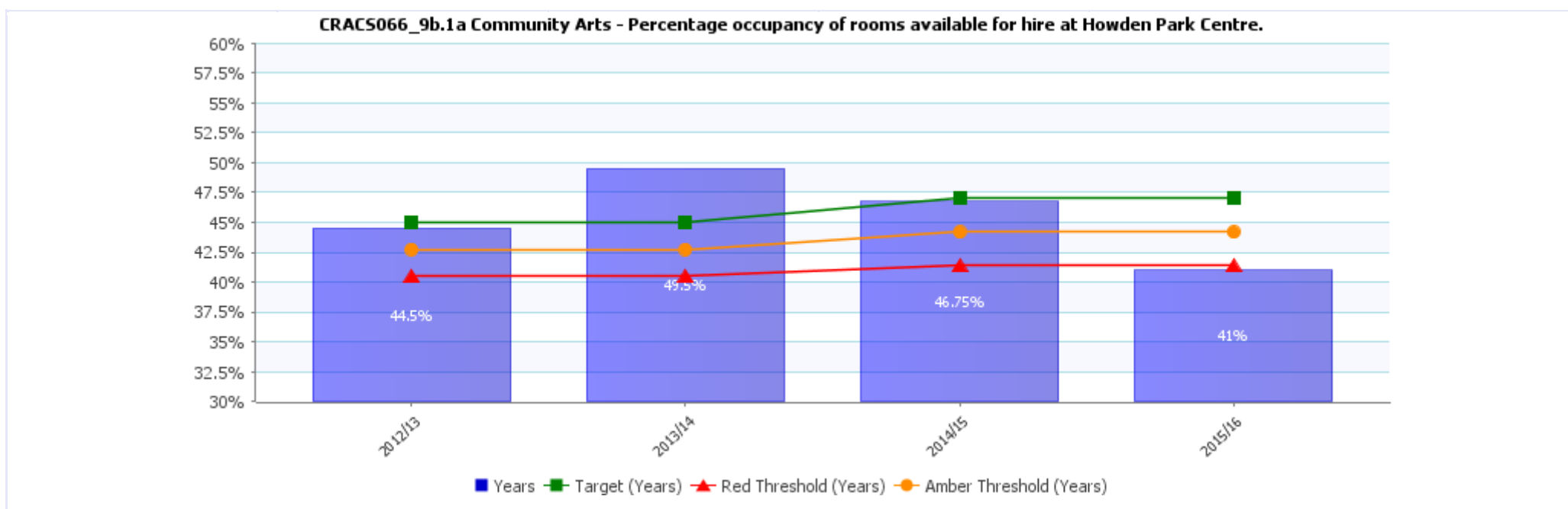
2013/14

The target was 8% and the performance was 8.18%. 40,755 tickets were sold and 3,333 of those postcodes which were provided were sold to addresses in the 20% most disadvantaged areas of West Lothian. Community Arts secured £25,000 funding from Creative Scotland to increase engagement and participation in the arts in communities in areas of multiple deprivation. The funding allowed us to offer school and community groups free transport, free or discounted tickets and free education workshops with the aim of removing barriers to engagement, increasing participation and attracting new audiences to Howden Park Centre.

2012/13

The target was 10% and the performance was 8.83%. 44,649 tickets were sold and 3,942 of those postcodes which were provided were sold to addresses in the 20% most disadvantaged areas of West Lothian.

PI Code & Short Name	CRACS066_9b.1a Community Arts - Percentage occupancy of rooms available for hire at Howden Park Centre.
Description	This Performance Indicator measures the occupancy of rooms at Howden Park Centre which are available for hire as a percentage of total availability. Rooms for hire include the Theatre, Space 2, Space 3, the Meeting Room and Art Studio 1.



Trend Chart Commentary:

The target for this Performance Indicator in 2015/16 is 41%. Room occupancy at Howden Park Centre fluctuates depending on the season and demand for space. The auditorium is in peak demand at weekends and over the Christmas period. The Meeting Room and Spaces 2 and 3 are in peak demand during the working week. Strategies to increase occupancy and revenue are employed during the off-peak times.

2015/16

Performance in 2015/16 is 47%. Occupancy in Quarter 2 is lower than target and lower the performance of Quarter 2 2014/15 where the number of bookings reduced from 421 in 2014/15

to 347 in 2015/16. This is due to a reduction in the number of bookings for private and social events and training workshops and bookings by community groups and West Lothian Council.

2014/15

The target for this Performance Indicator is 47% and performance is 47%.

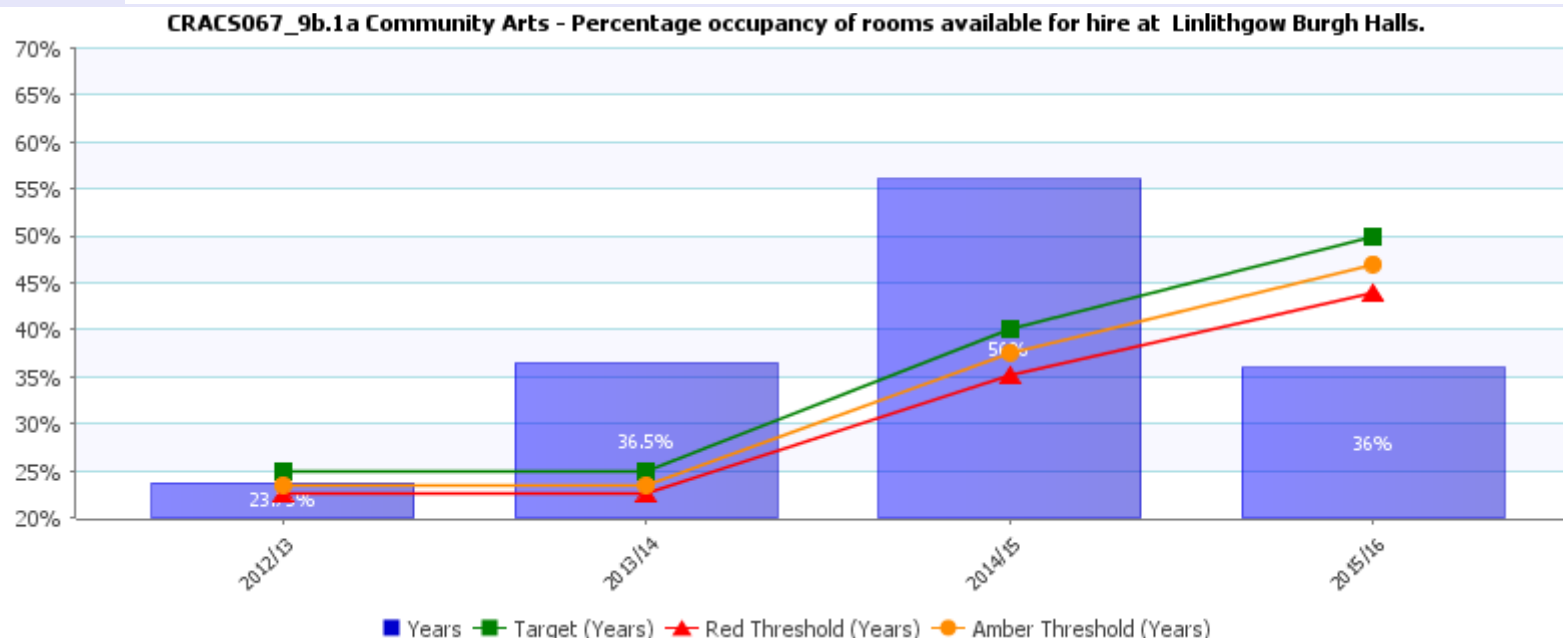
2013/14

The target for this Performance Indicator was 45% and performance was 50%.

2012/13

The target for this Performance Indicator was 45% and performance was 45%.

PI Code & Short Name	CRACS067_9b.1a Community Arts - Percentage occupancy of rooms available for hire at Linlithgow Burgh Halls.
Description	This Performance Indicator measures the percentage occupancy of rooms at Linlithgow Burgh Halls which are available for hire. Rooms which are available for hire include the Bailie Hardie Hall, the Provost Lawrie Hall and the Education Room.



Trend Chart Commentary:

The target for this Performance Indicator in 2015/16 is 50%. Room occupancy at Linlithgow Burgh Halls fluctuates depending on the season and demand for space. Spaces are in peak demand at weekends particularly during the spring and summer months. Strategies to increase occupancy and revenue are employed during the off-peak times.

2015/16

Performance in 2015/16 is 36%. Occupancy decreased compared to 2014/15 due to a number of factors including a reduction in the number of wedding bookings compared to last year. In 2014/15 there were 52 weddings booked and in 2015/16 there were 41 weddings booked. Emergency repairs to the ceiling of the Bailie Hardie Hall resulted in the space being closed from November 2015 to January 2016. Installation of air conditioning in the Provost Lawrie Hall resulted in the space being closed throughout January and February 2016. The Clanranald Trust dissolved and cancelled their weekly bookings.

Community Arts
Performance Report

2014/15

The target is 55% and performance is 56%.

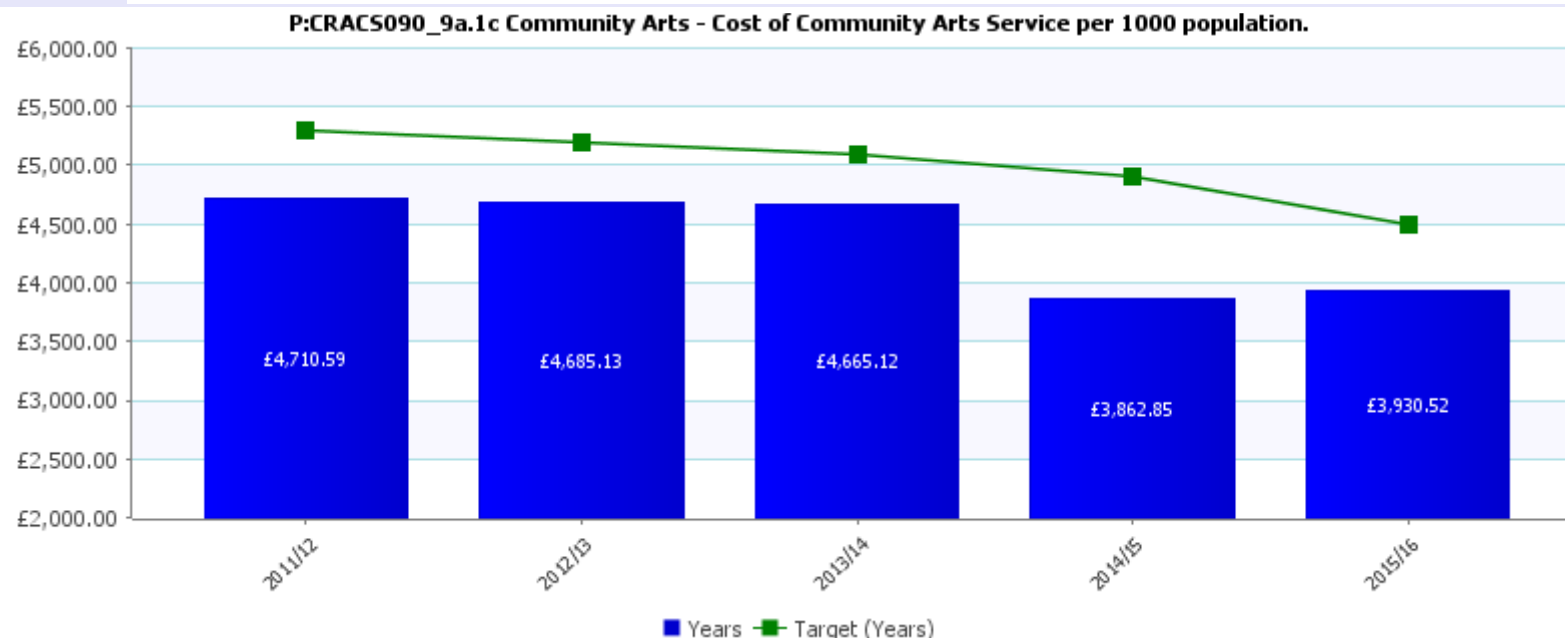
2013/14

The target is 25% and performance was 37%.

2012/13

The target is 25% and performance was 24%.

PI Code & Short Name	P:CRACS090_9a.1c Community Arts - Cost of Community Arts Service per 1000 population.
Description	This performance indicator measures the net cost of delivering the Community Arts service including the arts venues Howden Park Centre and Linlithgow Burgh Halls, the Community Arts team, Public Art programme and support for Voluntary Arts organisations, per 1000 residents in West Lothian



Trend Chart Commentary:

The target for this Performance Indicator in 2015/16 is £4,500. The target has been achieved each year since 2011/12.

2015/16

The actual cost of delivering the service in 2015/16 is £3,930.52. While this result is on target, performance has dipped slightly on the previous year. This is because expenditure on the arts programme at Howden Park Centre increased from £152,000 in 2014/15 to £190,000 in 2015/16. While the arts programme has remained profitable, profits reduced from £62,000 in 2014/15 to £37,000 in 2015/16 due to a diversification of the programme to develop and attract new audiences.

2014/15

Community Arts
Performance Report

The actual cost of delivering the service in 2014/15 is £3,862.85. Robust business planning, which included a revision of the prices and offers based on market analysis and benchmarking, enabled us to increase income.

2013/14

The target for this Performance Indicator in 2013/14 is £5,100 and the actual cost of delivering the service is £4,665.12. In 2013/14 costs increased due to increased activity.

2012/13

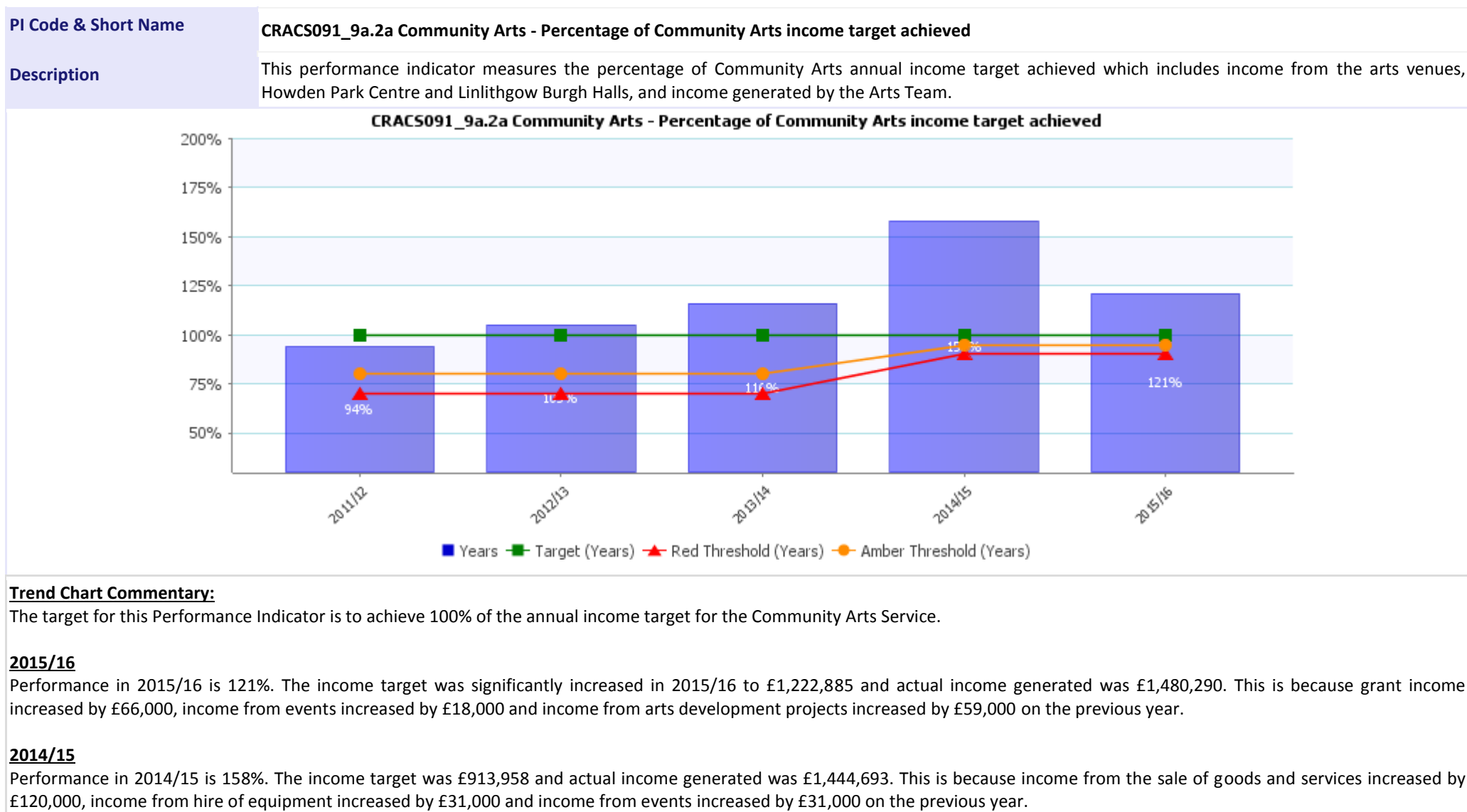
The target for this Performance Indicator in 2012/13 is £5,200 and the actual cost of delivering the service is £4,685.13. In 2012/13 costs increased due to increased activity.

2011/12

The target for this Performance Indicator in 2011/12 is £5,300 and the actual cost of delivering the service is £4,710.59. In 2011/12 the service was restructured to reduce costs.

2010/11

The target for this Performance Indicator in 2010/11 is £5,400 and the actual cost of delivering the service is £5892.43.



2013/14

Performance in 2013/14 is 116%. The income target was £913,958 and actual income generated was £1,061,363. This is because income from use of premises increased by £19,000 on the previous year and income from grants and other contributions increased by £82,000 on the previous year.

2012/13

Performance in 2012/13 is 105%. The income target was £780,866 and actual income generated was £818,384. This is because events income for the arts programme increased by £37,000 on the previous year due to a change in programming policy to more commercial, less risky work.

2011/12

Performance in 2011/12 is 94%. The income target was £847,374 and actual income generated was £792,465.

2010/11

Performance in 2010/11 is 92%. The income target was £907,9154 and actual income generated was £839,165.

FIREFLY ARTS LTD

ACTIVITY REPORT FOR APRIL TO OCTOBER 2016

Despite ongoing and impending financial challenge Firefly continues to thrive, generating new community partnerships, providing training and work experience for young adults, and offering a wealth of quality arts experience for children and young people across West Lothian.

Throughout the school terms, Firefly run 11 drama and film workshops each week at Howden Park Centre, the Regal Community Theatre in Bathgate and Linlithgow Burgh Halls. Children and young people (aged 5 to 18 years) progress through a series of theatre, movement, voice, media and film skills, enabling them to build confidence, develop social, technical and expressive skills. Our summer holiday activity programme this year included a film and editing programme, drama fun for under 12's, a cabaret project, young writers workshops and a series of acting and directing masterclasses. In all this work, Firefly strives to keep activity fees affordable and family-friendly.

Firefly In Community Partnership

Firefly's core funding from West Lothian Council enables the organisation to lever in additional Trust and Foundation funding, by which we can work directly with the most vulnerable and marginalised young people across the region. Our current outreach programme is supported by Creative Scotland, Cashback and The Robertson Trust, and includes visual arts, film, media and performance art. Firefly's Young Writers programme is proving especially successful.

We continue to work regularly with established community partners and welcome opportunity for new collaboration. Throughout this period Firefly has worked with Armadale Youth Space; West Lothian Drug and Alcohol Service; West Lothian Helping Young People Engage; Sure Start; West Lothian Young Carers; The Craig inn, Blackridge; Almond Valley Heritage Centre; West Lothian Domestic and Sexual Assault Team; West Lothian Autism Network; Artlink Edinburgh and St John's Hospital.

School-based projects also play a key role in building partnerships, sharing practice and developing resources. Since April 2016 Firefly has delivered, film, media and drama projects in collaboration with Pinewood primary and senior schools; Armadale Academy; Beatlie senior school; Falla Hill primary and Woodmuir primary .

Community, strategic and funding partners play a vital role in ensuring that we engage and provide quality experience for all young people in West Lothian, regardless of social, cultural or economic background. The funding climate for local authority and the third sector is becoming increasingly difficult, and Firefly are working hard to ensure we maintain services while maximising on all the resources available to us. Key funding and strategic partners in this period have included West Lothian Council; Creative Scotland; Cashback for Creativity; National Theatre of Scotland; The Robertson Trust; Weslo Housing Management;

Firefly in Production

Firefly's Youth Theatre programme continues to build a national reputation for creating quality, and ground-breaking youth theatre with *Bloody Girls*, for the National Theatre of Scotland's 2016 Exchange programme (performed at Macrobert, Sterling and Howden Park). In this period our talented young performers also presented *King Lear* at Howden Park Centre and *Terrible Consequences* at Almond Valley Heritage Centre and Bathgate Partnership Centre. Rehearsals for our 2016 Winter Show at Howden Park Centre are now underway.

Firefly In Training

Skills development is central to Firefly's high standard of delivery and we run regular training for staff, young adults, trainees, volunteers and partnership practitioners. Training sessions in this period have included choreography, devising, workshop assistant training, camera and film edit skills, voice/vocal skills, theatre lighting, sound design, critical response and mental health first-aid.

Firefly's small staff team are complimented by an invaluable bank of freelance, music, film, visual arts and movement specialists. Firefly support the professional progression of staff, associate artists, trainees and volunteers with a regular in-house training programme, external CPD and assisted access to professional mentoring programmes.

Number Tracking:

The table below charts attendance and activity figures for the 6 month period, March to August 2016. Specific numbers for Howden Park Centre, Firefly's home venue, are listed in columns 3 and 4.

	Attendance West Lothian-wide	Events/activity West Lothian-wide	Attendance Howden Park	Events/activity Howden Park
March 2016	604	58	401	37
April 2016	655	69	505	51
May 2016	823	63	520	51
June 2016	859	69	680	55
July 2016	655	54	523	47
August 2016	402	48	488	31
Totals	3998	361	3117	272

Looking Ahead

Upcoming projects and events include technical training for young people, a film and visual arts event at St John's Hospital, a residential project for young writers, collaborative work with Platform in Easterhouse, Waterford Youth Arts in Ireland, and Artlink Central in Sterling

Firefly continues to generate creative and strategic partnerships across West Lothian, while maintaining a significant presence at Howden Park Centre by running 272 activity sessions over a 6-month spring/summer period, and generating an increasing footfall of participants, families and carers, arts and community partners, arts practitioners and funders to this venue alone.

Meanwhile, in an increasingly challenging financial climate, Firefly remain committed to providing quality, accessible and affordable arts experience for children and young people across West Lothian.

Joanna van den Berg. Director. Firefly Arts Ltd
31st August 2016

Performance Report

Regal Community Theatre

Performances

Over the past 6 months the Regal has provided and promoted a high quality, accessible and challenging performing and participatory arts programme which has engaged the community and provided opportunities for everyone to participate in the arts. The April – October program included live theatre and drama shows, children's theatre, traditional Scottish music, tribute acts, cinema, comedy shows, motivational speaking, orchestra, ceilidh, psychic mediums, community performances, professional musicals, rock 'n' roll, local talent as well as recognised artists including Dougie McLean, Phil Cunningham and Aly Bain.

The total monies taken via BO for the period April - October 2015 is £91,418.50. The total monies taken via BO for the period April - October 2016 is £108,225.50 (as of 29/8/16).

Participation and Attendance

To increase the participation and attendance of children and young people at the Regal Community Theatre we have set up the Regal Children's Theatre School, The Regal Youth Company, The Regal HNC/HND course, Regal Radio, Regal Rocks, Regal Music Club, Regal Animation and Regal Tech School. The Regal also hosts a number of organisations who share our ambition to increase the participation and attendance of children and young people, these organisations include: The Livingston Players, The Bathgate Film Society, The Bathgate Theatre Company, The Alan Crookston Ceilidh Band, The Bathgate Concert Orchestra, The Yvonne Wright Dance School, SMK Danceworks, Dechmont Art Group, The Bathgate Flower Club, Encounter Church Service, Pathways Ceilidh, Firefly Arts, Scottish Country Dance, Julie McCann Pilates, Sharron Kilgor Yoga, Mini Music Makers, Carol Murphy Yoga, Slimming World, JCP Training, Scottish School of Wrestling, Bathgate Music Festival and West Lothian Council.

To date we have payments from four students who have confirmed for the HNC with payments of £8,530 received. Four others have accepted the places and have applied to SAAS (this is shown online) but as of yet they have not paid deposits. A further three applications have been received and will be interviewed in the next week. If all 11 accept places our income would be around £49,000. The costs for the course are £17,500

Lettings

Over the past 6 months the Regal has provided and promoted a well maintained and affordable facility to organisations including:

The Livingston Players, The Bathgate Film Society, The Bathgate Theatre Company, The Alan Crookston Ceilidh Band, The Bathgate Concert Orchestra, The Yvonne Wright Dance School, SMK Danceworks, Dechmont Art Group, The Bathgate Flower Club, Encounter Church Service, Pathways Ceilidh, Firefly Arts, Scottish Country Dance, Julie McCann Pilates, Sharron Kilgor Yoga, Mini Music Makers, Carol Murphy Yoga, Slimming World, JCP Training, Scottish School of Wrestling, Bathgate Music Festival (September), West Lothian Council and local schools. The community theatre is also home to a number of the Regal's

own in house arts groups including: Regal Radio, Regal Music Club, Regal Animation, Regal Children's Theatre School, The Regal Youth Company, Regal HNC Course, Regal Comedy Nights, Regal Tech School, and Regal Rocks

Income to date is £363 above forecast (£30,393), expenditure to date and future bookings are running to plan.

Partnership Working

In order to engage with those most in need and at risk of exclusion and to improve their life choices and chances we have put together a varied program of events and activities with partners including: West Lothian Council, Weslo Housing, Bathgate music Festival, Big Lottery, Andrew Lloyd Webber Foundation, The Clothworkers Foudation, Enterprise Bathgate, The Performance Academy of Scotland, The Fine Arts Centre of Excellence, Dechmont Art Group, Local Schools, The Livingston Players, The Bathgate Flower Club, Arise, Just Giving, The Leaflet Lady, Youth Music Initiative, Live Music NOW, First Sound Studios, Freshman Guitars, Alba Care, Firefly Arts, Regal Radio, Regal Youth Company, SMK Dance works, Scottish Country dance, Scottish School of Wrestling , Mini Music Makers, Pathways Ceilidh, Regal Film Society and Regal Music Club.

Engagement

In order to increase engagement with people living in Bathgate and the surrounding area we have teamed up with the Leaflet Lady, a local distribution company to ensure that leaflets, brochures and other promotional material gets to the residents of these areas as frequent and regular as possible. Our in house community radio station, Regal Radio broadcasts 24 hours a day, 7 days a week, 365 days a year and has listeners from all over Bathgate and throughout the world. The community radio station has also enabled the theatre to connect with new and younger audiences, who tune in on their mobile phones, laptops and other devices. Regal Radio broadcast over 40 live shows every week with presenters ranging from 14 years old to 65+. The live broadcasts are supported by the Regal Radio road shows which have toured to supermarkets, council venues and community venues raising further awareness of the events and activities taken place at the Regal Community Theatre.

Property

Costs in June were running £1,722 over budget, and included £4,800 for the repair of the toilet roofs. We expected this to be paid by WLC. They are refusing to pay, and this is under dispute. In July we have just received a £2,000 quote for a repair on our retractable seats.

Bar

Bar sales forecast for April - October is £31,560. Latest sales up until august were £3,118 below target.

Panto 2016

Ticket reservations for Cinderella are sitting at over £23,000.

Fundraising

Our Just Giving fundraising campaign to raise £3,000 for mirrored walls in the dance studio has been a huge success: Just Giving total donations to date £3,115.64. We are now

focussing on raising £6,000 for fixed seating in our café bar area. Direct donations made along with ticket sales £1,103.50. Total: 4,219.14

Outlander Highlander Fling Event has ticket sales of £5,050 (Event costs not including staff £3,050) Highlander Fling Calendars have pre sales of £775. (All profits to the Regal) Charity Album by Stephen Walters (Outlander cast member) has pre sales of £2,000 (50/50 sales split). Total: £7,825

We have started selling Regal merchandise through our website to raise funds and to date we have sold. Total £1,545

Total income to date: £13,589.14

Since April we have submitted three funding applications:

- McInvest Community Fund (£5,000 fixed seating cafe bar)
- Santander Transformer Fund (£5,000 fixed seating cafe bar)
- Edinburgh Airport Community Board Fund (£12,557 lighting and musical equipment, studio barres and mirrors equipment, fixed seating cafe bar).

We are still working on the £15k Creative Scotland application and sending Letters to business donors, The Robertson Trust, Barcapel, Lloyds TSB and Community Arts Scheme applications are next on the list. 72 letters have been sent to local businesses asking for donations to help support our fundraising projects.



CULTURE AND LEISURE POLICY DEVELOPMENT AND SCRUTINY PANEL

LIBRARY AND HERITAGE SERVICES PERFORMANCE REPORT

REPORT BY HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

This report provides an update on Library and Heritage services performance and activities since the previous report in April 2016.

B. RECOMMENDATION

The PDSP is asked to note the performance and activities of the Library and Heritage Service over the last six month period from April 2016 to October 2016.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Public library services are a statutory service.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	An update on performance against a range of key indicators is included in appendix 1.
V Relevance to Single Outcome Agreement	Our children have the best start in life and are ready to succeed We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI Resources - (Financial, Staffing and Property)	Within existing resources.
VII Consideration at PDSP	A performance report for the service is presented to the PDSP twice each year.
VIII Other consultations	Not applicable.

D. Terms of Report

The report, attached as Appendix 1, includes a summary of the latest performance figures and key achievements over the past six months across the main service activities of Library and Heritage services.

Appendix 1 also gives an update on progress of the transfer of Heritage Services. Heritage Services is made up of Museums, Archives & Records and Local History. It was agreed at the 26 April 2016 Council Executive that Archives and Records Management Services would transfer to Corporate Services and that Museum Service would transfer to Almond Valley Heritage Trust. The Local History Library would become part of the general library offering.

E. Conclusion

The service delivers on key outcomes of access to reading, learning and information and continues to work in an integrated way to deliver council information services in all our communities. The service operates in a customer focussed way and continues to take advantage of opportunities which will improve delivery.

F. Background References

None.

Appendices/Attachments: One

Appendix 1 Library and Heritage Services performance report

Contact person: Anne-Marie Vance, Neighbourhood Manager,
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Alistair Shaw
Head of Housing, Customer and Building Services
Date of meeting: 13 October 2016

2016

Culture and Leisure Policy Development and Scrutiny Panel

13 October 2016

Library and Heritage Services



Contents

1 Overview	3
2 Performance	5
3 Key Activities	6
3.1 Public Library Services – Branch Libraries	6
3.2 eServices	8
3.3 Local History Library	9
3.4 Museums	9
3.5 Archives & Records	9
4 Key Performance Indicators	10

1. OVERVIEW

1.1 Library and Heritage Services

West Lothian Council Library and Heritage Services is part of Customer and Community Services which facilitates integrated working with colleagues in Customer Information Services, Community Centres, Partnership Centres, and Registration Services.

There is a statutory obligation on Scottish councils to provide a public library service, which makes books and information freely available to our customers. (The Public Libraries Consolidation Act 1887 established that library services should be free.) There is a similar obligation to make adequate provision for the storage and protection of records under our care. The Local Government (Scotland) Act 1973 requires that “a local authority..... shall have a duty to secure the provision of adequate library facilities for all persons resident in their area”. The self-assessment tool “How Good Is Our Public Library” defines how the service should be delivered.

The main services provided by Library and Heritage Services are:

- ⦿ Public Library Services
- ⦿ Museum Services
- ⦿ Archive and Records Centre (1 April 2016 – 1 June 2016)

⦿ **Public Libraries Services – 14 Branch Libraries**

Libraries have an important role in society as providers of a range of services from book-lending and computer access to children’s activities, providing access to training courses and meeting space. They are portals to all of the world’s knowledge and are spaces where people of all ages can practice lifelong learning.

Public Libraries are in the frontline of delivery of information in communities by providing:

- access to reading and information both physical and digital.
- a stimulating and motivating learning environment
- a sense of identity and pride in civic space in turn enhancing individual and community wellbeing
- digital inclusion through the provision of supported access to PCs and the internet;
- opportunities to improve literacy skills
- early years intervention through delivery of Bookbug sessions.

The new service structure for Customer and Community Services has seen Libraries integrate with Customer Information Services, Registration Services, Community Centres, Partnership Centres and ensures that an increased level of delivery of council frontline services is available across the network of public libraries.

eServices

West Lothian Libraries offer **free** access to popular magazines, books and talking books for everyone to enjoy at home or on the go. These resources allow the community to find out the latest gadgets or sports news, print recipes or patterns allowing the community to access information in a variety of formats and with ease of accessibility.

Local History Library

The local history library holds a large range of books, maps and images about West Lothian's people and places. It offers help and assistance in accessing resources to allow customers to discover their local and family history using census and old parish records as well as photographs, maps, plans and book stock. The library works closely with the registration service and a family history centre operates from that location, assisted by volunteers who come from the West Lothian Family History Society.

🕒 Museum Services

Independent and council museums in West Lothian make a major contribution to local culture, heritage, education and tourism. The service manages three accredited Community Museums in Blackridge, Broxburn and Whitburn Libraries and provides financial and curatorial support to the following independent museums: Almond Valley Heritage Centre, Annet House, and Bennie Museum and curatorial support to Linlithgow Union Canal Museum. We support an active education programme with free museum handling sessions in West Lothian schools and a reminiscence box lending service.

At the Council Executive Meeting on the 26 April 2016 it was agreed that the Museum Service would transfer to Almond Valley Heritage Trust with ongoing support to the Local History Library. Discussions are underway with Almond Valley Heritage Trust with support from National Galleries Scotland on progressing this transfer in a smooth and seamless manner. Final date of transfer is still to be finalised.

🕒 Archive and Records Management Service

West Lothian Council's Archives and Records Centre is responsible for preserving and making accessible records reflecting the history of both local government and the wider community. Archives are original documents produced by official bodies, individuals or societies that are no longer in current use. Archives are a valuable resource for tracing family history, exploring the history of local government, or discovering more about the community you live in.

At the Council Executive meeting on the 26 April 2016 it was agreed that Archives and Records Management Services would transfer to Corporate Services and this transfer took place on 1 June 2016.

2. PERFORMANCE April 2016 to September 2016

The main purpose of this report is to update panel members on Library and Heritage Services' activities and performance since the last report in April 2016 and to highlight notable achievements and developments. Key Performance Indicator results can be found at the end of this document.

Local Government Benchmarking Framework

The Scottish Local Government Benchmarking framework (LGBF) brings together a wide range of information about how all Scottish councils perform in delivering better services to local communities, including the cost of services and how satisfied citizens are with them.

In August 2016 West Lothian Council Library Services were asked to present at the LGBF Libraries Family Group Conference to discuss how West Lothian has managed to drive down the cost per library visit from £3.62 in 2010/2011 to £1.32 in 2014/2015 with no reduction in customer satisfaction.

3. KEY ACTIVITIES

3.1 Public Libraries Services – Branch Libraries

- **Bookbug Week 16 - 21 May 2016.** West Lothian Libraries celebrated this week with a programme of events throughout the libraries, 14 Bookbug sessions were held with 169 children and 146 adults in attendance. 24 events were held in total including storytelling sessions, treasure hunts and craft sessions. A grand total of 244 children and 161 adults took part in sessions.
- **Making a Noise in Libraries Fortnight 6 – 19 June 2016.** This annual campaign brings public libraries and blind and partially sighted people together in an effort to improve access to books and information. The theme for 2016 was “bridging the generation gap” During the fortnight West Lothian held noisy storytelling events and noisy bookbug sessions. To support the bridging the generation gap theme we held two performances in Simpson Library - a musical performance by the 50+ network choir to a class of P3 students and a theatre performance by Firefly Arts to library visitors which included blind and partially sighted members of the public.

Libraries are working with partners towards the six steps initiative which the Scottish Library and Information Council have called on all library services to implement. These core aims will help us to maintain a clear minimum standard for our services to blind and partially sighted people. The above events are key in supporting West Lothian to deliver on this initiative.

- **Young Writer of the Year 2016.** Young Writer of the Year aims to encourage creative writing, promote reading and acknowledge achievement. This year's prestigious award ceremony was held at Howden Park Centre. 7,435 entries were received from 51 schools and around 250 people attended the ceremony to see the 26 winners being presented with their prizes. This year's event was judged by the S6 students from James Young High School. Joy Koay from Carmondean Primary School was Awarded the Young Writer of the Year Award.
- **The Big Friendly Read Summer Reading Challenge 2016.** The Summer Reading challenge takes place every summer holidays. The challenge is for young people to read 6 books within 6 weeks. This year's theme was Roald Dahl to coincide with the national celebration of 100 years from his birth. 420 children completed the challenge which culminated in celebration days happening in every library. Three authors visited the libraries during the summer to encourage the children and to keep them motivated to complete the challenge.
- **West Calder Library.** A newly refurbished West Calder library opened its doors on the 27th of June. This is now a shared building with Housing services and improvements to the Carnegie building include a new lift and meeting rooms, with new shelving and bright welcoming children's area. A launch event took place on 26 September to celebrate the new space. The event consisted of an author visit by Badger the Mystical Mutt, a primary school visit and a performance by the local musical group “Catch up”.
- **Every Child A Library Member.** E.C.A.L.M. which launched in February 2016 continues to have an impact in libraries with 2 new LEGO clubs funded through the programme – One in Blackburn and one in West Calder. LEGO is an established confidence builder in STEM (Science Technology, Engineering and Mathematics) which supports skills development in young children. Libraries continue to work with Registration Services to sign up new-borns to the library when births are registered.

- **Pop up libraries.** Libraries are popping up all across West Lothian. The first Pop up Library was launched in April 2016 in Winchburgh Community Centre. This was followed by the second launch in September in Stoneyburn Community Centre in partnership with the Management Committee. Discussions are underway to provide another pop up in Seafield Community Centre.
- **Community Work.** Public libraries continue to support reading by participating in national and local celebrations including activities to support community events such as Elmer day, Newlands days, the queen's birthday, health week and many more. This year Simpson Library was awarded 3rd Prize in the Decorating of Public Premises category for Bathgate's Newlands Day. Lanthorn Library took part in the Lanthorn Community Centre family day on Saturday, 20 August, with over 300 customers visiting the library. Working in partnership with the council's Ranger Service and other organisations we supported the "Wild Wednesdays" roadshows by delivering Bookbug sessions in Blackburn.
- **LMS.** The Library Management System is in the process of moving from 'Horizon' to 'Symphony', the new system will go live in all libraries in November. Staff are currently testing data on a temporary test site and a programme of training has been put in place to ensure front line staff are familiar with the new software. Symphony will enable libraries to use EDIFACT ordering, a much more streamlined ordering process requiring less data input by staff and facilitating the delivery of 'shelf ready' books.
- **Educational Work.** Libraries continue to deliver a programme of nurse and class visits with 22 classes attending over the last six months, children take part in information handling sessions, story times, author visits and craft sessions.
- **Author Visits.** This year we received funding from The Scottish Book Trust for seven author visits, two visits were used for Nick Sharratt who hosted our Young Writer competition, three visits were used to support The Summer Reading Challenge, Jill Dow, Bea Ferguson and Linda Strachan all entertained children working through their six books over the summer holidays. One visit was used to mark the launch of newly refurbished West Calder library and one is set aside for the opening of the new library at Strathbrock Partnership centre in Broxburn.

ACTIVITIES

A wide range of activities take place every day in branch libraries and the table below gives the volume and variety of activities taking place between April 2016 to September 2016.

Children's Activities	Sessions Held	Adult Attendees	Junior Attendees	Total
Community group visits	86	234	696	930
Bookbug Sessions	173	1,735	1,918	3653
Book Groups	9	9	32	41
Class Visits	190	616	3,101	3717
Activity Sessions	134	343	2,657	3000
Storytimes in Libraries	119	218	933	1151
Outreach Storytimes	8	27	162	189
Total	719	3182	9499	12681
Adult's Activities	Sessions Held	Adult Attendees	Junior Attendees	Total
Community Group Visits	133	275	54	329

Reading Groups	52	326	8	334
Total	185	601	62	663

3.2 eServices

During this period, we have promoted eservices at various venues throughout West Lothian including presentations in libraries, shopping centres, schools and community centres. This has resulted in 11.17% increase in new members in the last six month.

Taster sessions have helped provide support to customers wishing to learn how to access these services on a variety of devices and provided training sessions for library staff to increase their confidence to enable them to better help customers. We have an ongoing programme of taster sessions and promotional events programmed for 2016-17 to reach a wider audience and increase members and use of our eServices.

eServices staff have also been involved in a project to introduce young people to the benefits and possibilities of 3D printing, working with staff and pupils at the James Young High School. The first phase involved pupils learning how to use the software and hardware to produce 3D objects of their own design. The next phase will work with a graphic novel writer to encourage young people identified as having lower literacy levels, to write their own graphic novel. They could then create 3D models of the characters they have designed.

eBooks

Month	Downloads	New Borrowers registered
April 2016	433	17
May 2016	462	30
June 2016	522	32
July 2016	499	33
Aug 2016	491	17
Sept 2016	433	26
Total	2840	155

Digital Talking Books

Month	Downloads	New Borrowers registered
April 2016	296	14
May 2016	288	17
June 2016	341	24
July 2016	359	25
Aug 2016	282	16
Sept 2016	322	8
Total	1888	104

Digital Magazine Service

Month	Downloads	New Borrowers registered
April 2016	894	19
May 2016	1139	19
June 2016	1056	46
July 2016	1239	22
Aug 2016	1121	18
Sept 2016	1355	65
Total	6804	189

3.3 Local History Library

- **BBC2 Scotland's first oil rush.** In May the Local History Librarian played a key role in a documentary aired on BB2 'Scotland's first oil rush'. In July an interview with the librarian was aired about Bangour as a World War 1 hospital.
- **Educational Work.** An outreach programme saw visits to library groups and displays on Jutland; Somme; John Mungle, West Calder soldier. In addition 5 public talks Topics – Old Linlithgow; Life in the miners' rows; Old Winchburgh & Philpstoun; West Lothian in the First World War; Bathgate: history of the burgh, with an attendance of 120.
- **Enquires.** The Local History Library located in Linlithgow handles over 250 enquiries a month and attracts around 150 visitors; in addition the use of social media to promote resources has reached over 3,000 people.

3.4 Museums

- **Reminiscence Centre.** In April, the Museums Service embarked upon a joint venture with the Living Memory Association to open a Reminiscence Centre at the former "Hush" premises at The Centre in Livingston. The centre offers a visit down memory lane and features objects from the past including two working gramophones. Special reminiscence sessions have been delivered at the centre to local groups and clients from local care facilities. The centre participated in Armed Forces Day and attracted 167 visitors.
- **WW1.** Our WW1, Call to Arms exhibition has been updated to include interpretation from the Battle of the Somme. New items on display include a whistle blown at 7:30am on 1st July 1916 as men went over the top.
- **Heritage Lottery Fund.** The museums service has provided Linlithgow Heritage Trust with support in preparing and submitting a Stage 1 application to Heritage Lottery Fund.
- **Celebration of Gala days in West Lothian.** A special event was held at the Reminiscence Centre in Livingston to mark the launch of a gala day's exhibition and oral history booklet. This event was the culmination of an 18 month collaborative HLF funded project between the council and the Living Memory Association exploring memories of gala days in West Lothian.

3.5 Archives and Record Services

- **Innovation & Design Twitter feed.** The 'innovation & design' twitter feed continues. Since the launch it has gained 32 new followers between April and June. There were a total of 49 tweets during this period resulting in 620 profile visits.
- **Relocation.** Archives and Record Services moved to Corporate Services on 1st June and are now operating within the Performance and Improvement team.

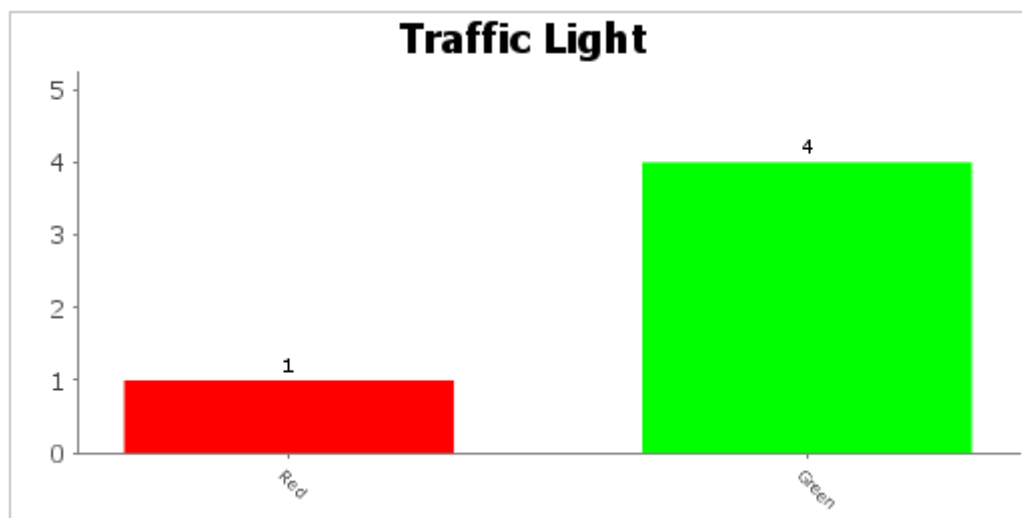
Library PDSP Report



Report Author: Anne-Marie Vance

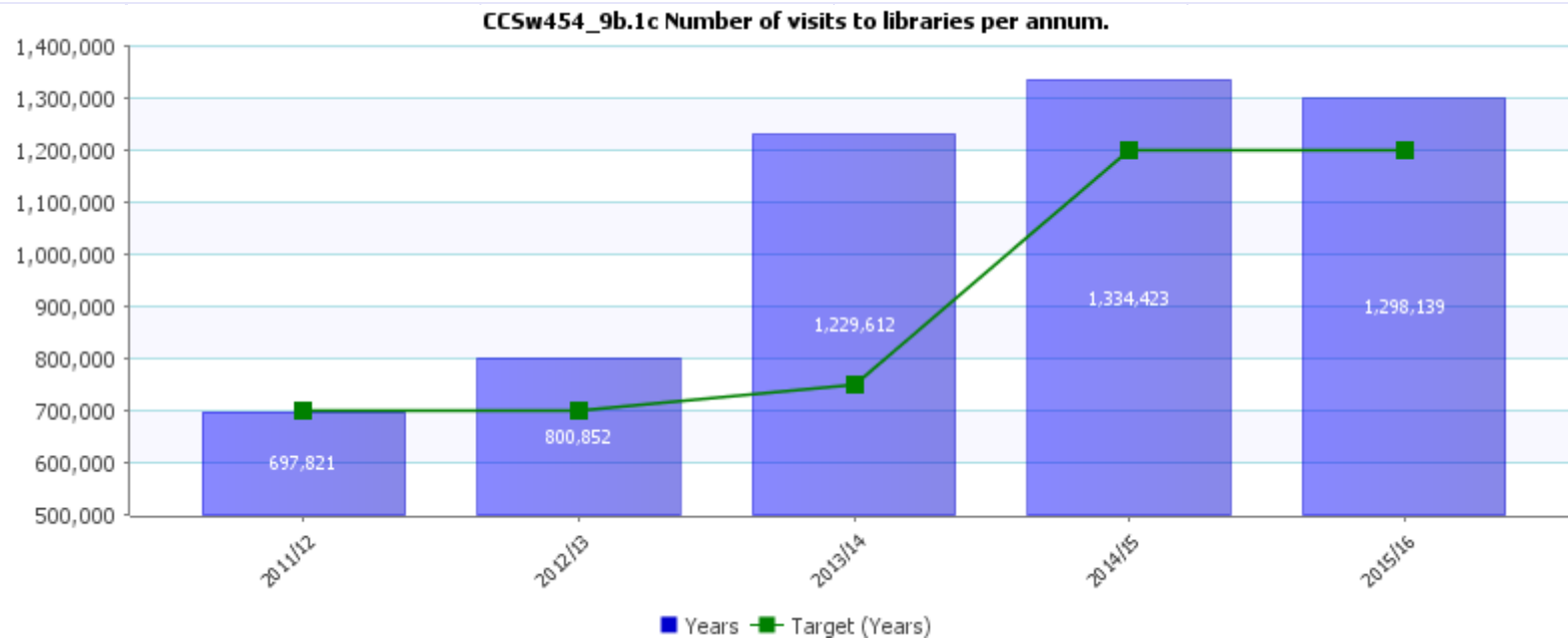
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PI Code & Short Name**CCSw454_9b.1c Number of visits to libraries per annum.****Description**

This indicator measures the number of times people visit a library . In addition to lending out books and dvds, Library Services provide access to information in print and online, books, newspapers and magazines, reading groups, IT classes, exhibitions, local history, author visits and children's activities. Visitors coming in through the library doors are counted during one week sample each quarter. This indicator also includes virtual visits.

**Trend Chart Commentary:**

2016-17 - Target is set at 1,200,000.

2015/16 - Performance has dipped to 1,298,139. This is a result of a drop in physical visits due to the removal of the two mobile libraries and the change of times to library opening.

2014/15 - The performance has improved from 2013/14. Physical visits increased to 719,663 and virtual visits to the catalogue and newspaper index, website and virtual resources offered as part of the eLibrary increased to 614,760.

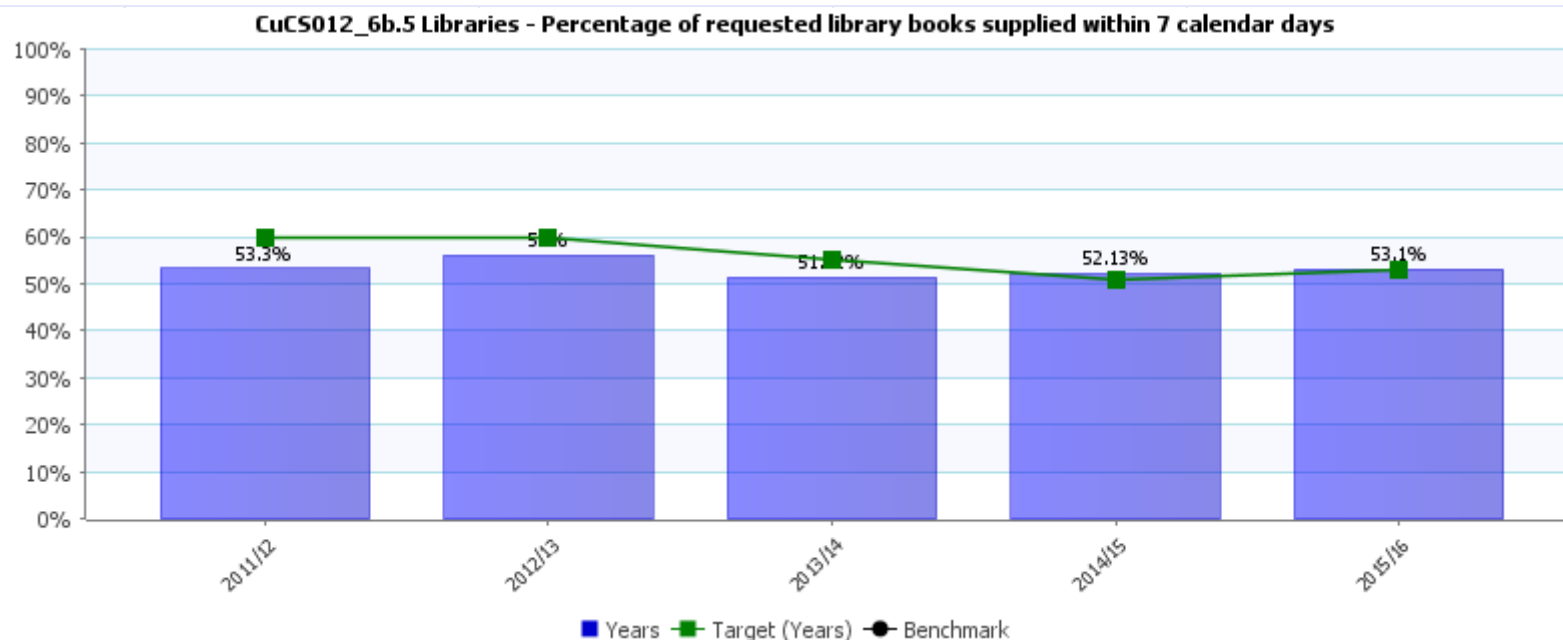
2013/14 - The performance has increased to 1,229,612, this is up 428,760 from 2012/13. This was due to a significant increase in virtual visits through library website sessions, accessing the catalogue and customer accounts online.

2012/13 - The total visitor numbers for 2012/13 has increased to 800,852, this is up 103,031 from 2011/12. The reasons for the increase are because libraries are increasingly seen as community hubs due to the joint working undertaken to support people needing help with literacy and numeracy through the Adult Basic Education service. People are accessing libraries for more than just books, and use of the network of public access PCs has grown in particular.

2011/2012 - Visitor numbers have increased to 697,821, this is up 19,364 on the previous year. This is due to the introduction of eservices, and libraries being used increasingly to access PCs

PI Code & Short Name**CuCS012_6b.5 Libraries - Percentage of requested library books supplied within 7 calendar days****Description**

Library Services offer customers the ability to request books not immediately available. For a small charge (concessions apply) requests can be made to the library staff or online via the library catalogue. Where possible the book will be sourced from another West Lothian library, but out of stock books may be bought, or borrowed from elsewhere in the UK, to satisfy your request. We aim to fulfil the majority of customer requests within 7 days. This information is collected during three sample months per year.

**Trend Chart Commentary:**

2016/17 - Target is set at 53%

2015/16 - There has been a further rise in performance from 52.13 % in 2014/15 to 53.1% in 2015/16. Just above the 53% target. This is due to books being ordered nearer to the publication date rather than being placed on the catalogue before publication.

2014/2015 - There has been a slight rise in performance recorded in 2014/15 due to the embedding of skills in the staff in the processing centres.

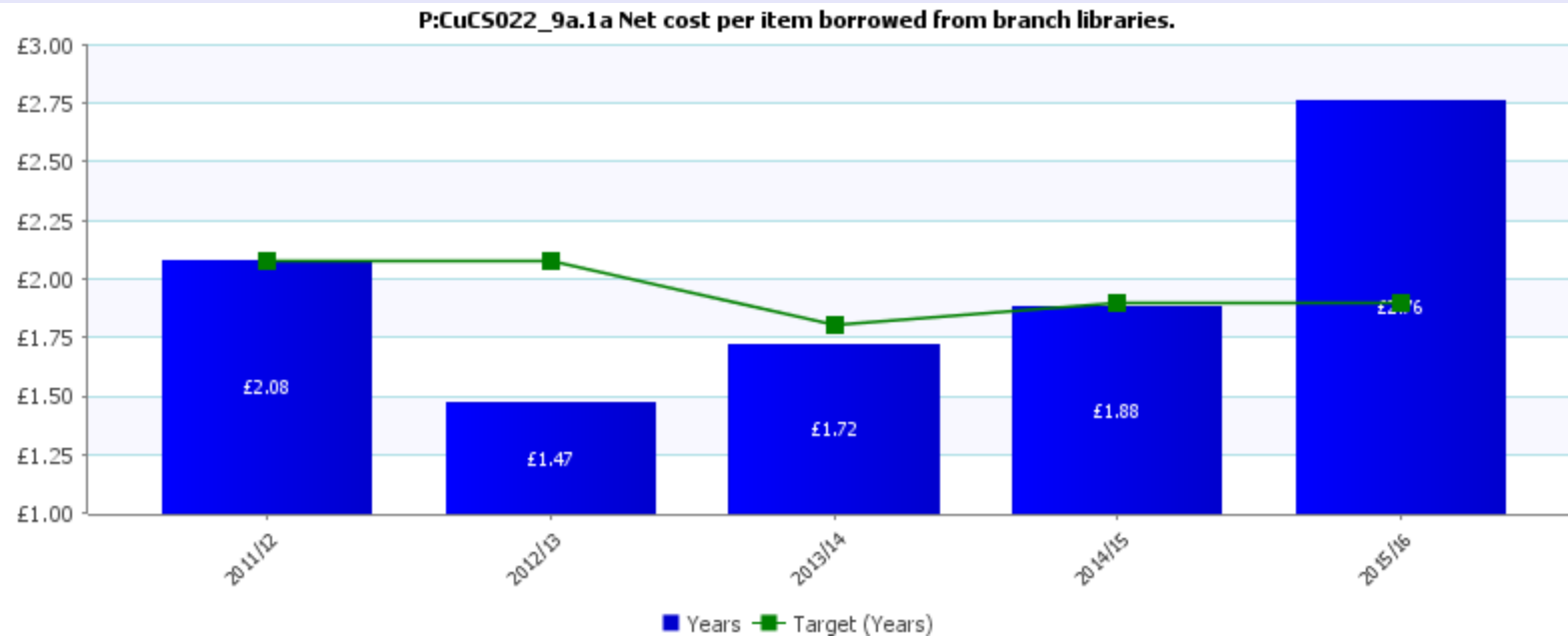
2013/14 - The lowest performance level was recorded in 2013/14 due to the fact that stock has to travel from four processing centres rather than one central location.

2012/13 - The performance for 2012/13 improved over the year due to change in procedures for obtaining books through interlibrary loan. A new level of spend was set for purchasing such stock which means we will buy items which cost below a set level rather than requesting them. Performance for the supply of requested books again improved over 2012/13 despite the changes in the move of back room functions to front line service points half way through the year. More books are bought for requests rather than going through the request process and this policy decision has resulted in higher performance for this indicator.

2011/12 - During 2011/12 there has been a very slight decrease in delivery time for requests because we have changed our delivery mechanism. Delivery time is also affected when customers request books before they are published, and late and delayed publication can have a knock on effect on this result.

PI Code & Short Name**P:CuCS022_9a.1a Net cost per item borrowed from branch libraries.****Description**

This indicator is designed to show the efficiency of Library Services by taking the total number of books borrowed expressed against the annual libraries budget. This figure is an annual average across all branch libraries, excluding mobile libraries.

**Trend Chart Commentary:**

2016/17 - Target is set at £2.10

2015/2016 - The net cost per items borrowed increased to £2.76 in 2015/2016 due to a decrease in the number of books issued from the libraries in this year. In 2015/2016 422,827 books were issued. This decrease is due to a number of factors including items borrowed per customers has changed from 20 to 10 and the opening hours of the libraries have decreased. The spend on libraries was also increased due to in year staffing cost pressures.

2014/15 - The net cost per item borrowed in 2014/2015 increased slightly to £1.88 per item. This is due to the decrease in the number of items which were borrowed from branch libraries which went down to 599,586 issues. This should be looked at along with the increase in the number of visits to libraries which shows that people are coming into libraries for more than books.

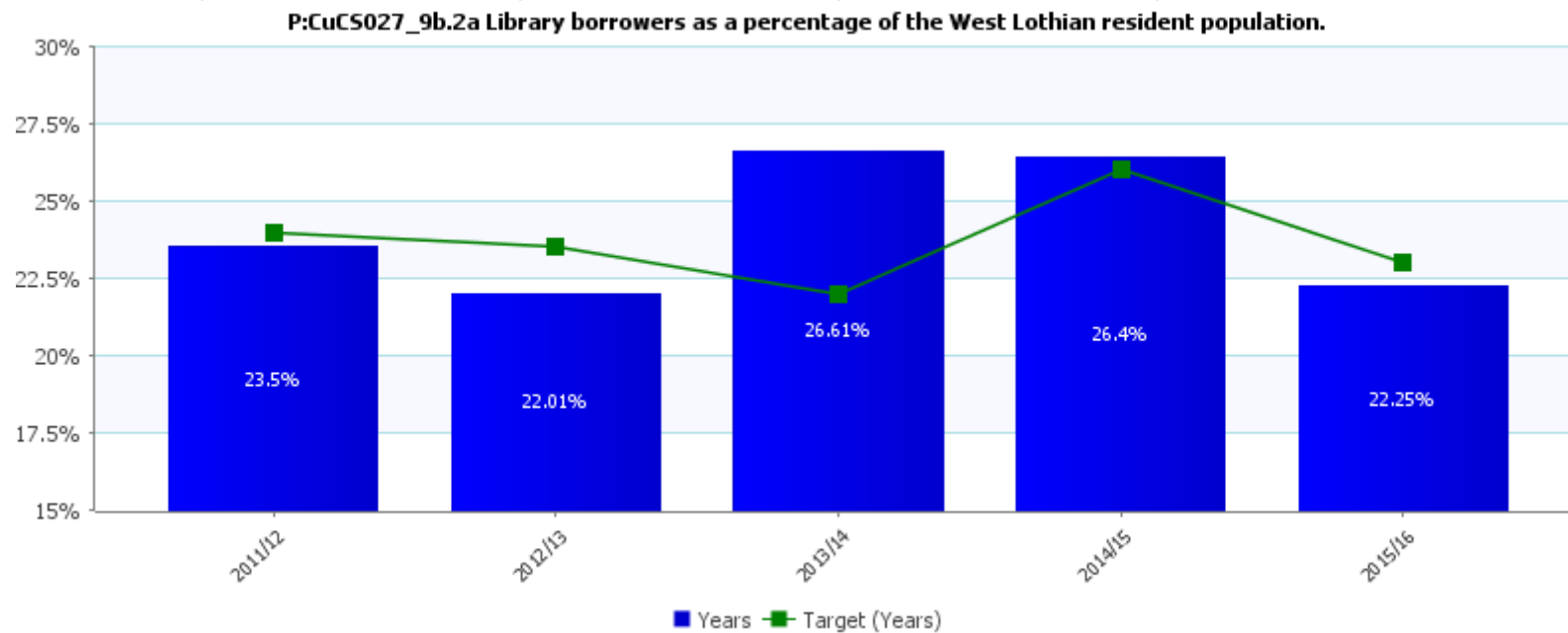
2013/14 - The net cost per item borrowed in 2013/14 was £1.72. Whilst this was below the target of £1.80, it was a deterioration on the performance of the previous year. This is due to the decrease in the number of items that have been borrowed during the year.

2012/13 - The costs of operating the public library service was reduced to £1.47 per item borrowed. This was due to the repositioning of the service in anticipation of a leaner integrated service in the future. Investment was made in introducing self-issue terminals to enable a smaller staff cohort to concentrate on delivering assistance directly to customers.

2011/12 - This was the first year of collecting data for this performance indicator. The costs of operating the public library service was £2.08 per item borrowed.

PI Code & Short Name**P:CuCS027_9b.2a Library borrowers as a percentage of the West Lothian resident population.****Description**

This performance indicator measures the total number of active members who have either borrowed an item from, or used a computer in, a library over the previous twelve months. An active borrower is a customer who has borrowed an item or used a public access library PC in the previous twelve months. This indicator does not count the people utilising libraries for learning and information purposes and using stock within the libraries.

**Trend Chart Commentary:**

2016/2017 - The target for 2016/17 has been set at 23%.

2015/16 - The 2015/16 target was reduced to 23% to reflect the removal of two mobile libraries and the change to Library opening hours. Performance is slightly below target at 22.25%.

2014/15 - Performance has remained high with only a very small dip in active membership. This shows success in the service continuing to attract people to use library services.

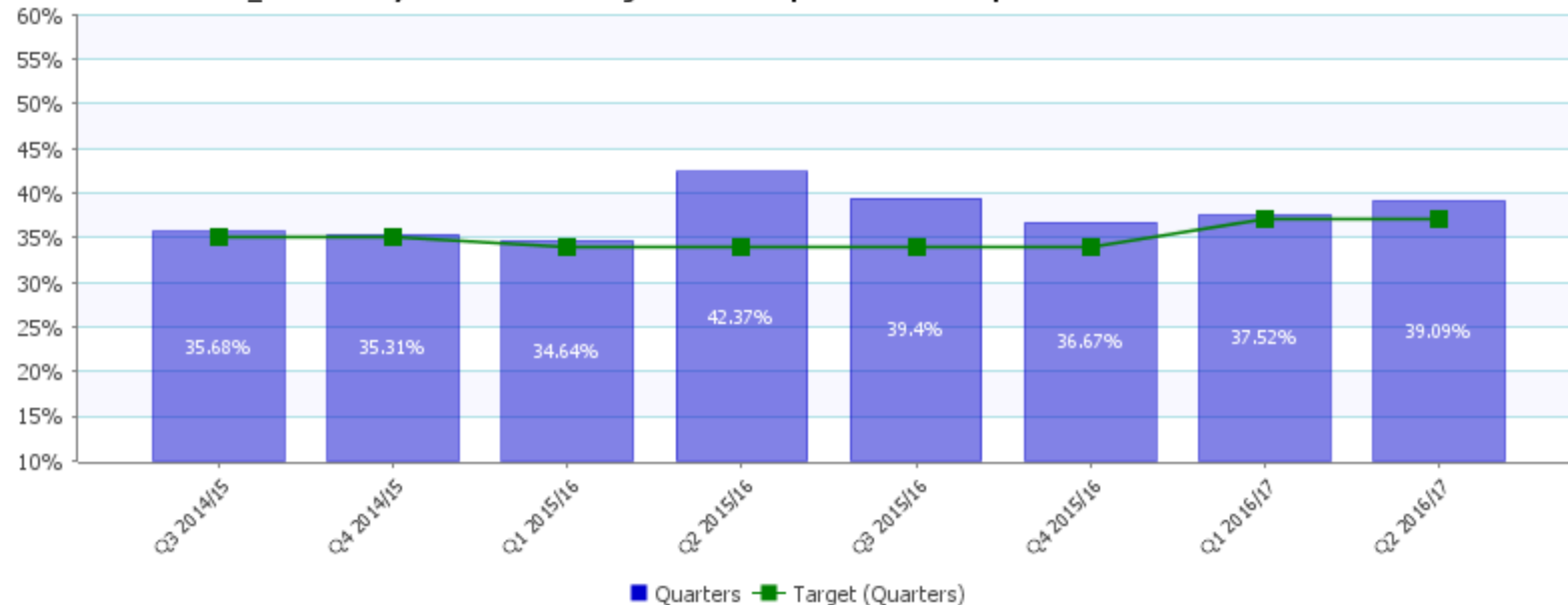
2013/14 - Performance shows a significant rise in active membership, up to 26.61%, which is a 4.6% increase on 2012/13. This is due to an increased emphasis on digital inclusion and attracting more new members to our services.

2012/13 - Performance dipped to 22.01%, down 1.49% from 2011/12. This was partly due to the numbers of customers accessing books through e-readers, therefore not using the library. We launched our own e-book service to try and attract these customers back to the library. We also experienced an increased number of customers using the library on a one-off basis, using the computers for example to submit a job application. As these customers do not come back, this has a negative effect on this performance indicator as we cannot guarantee that these customers will consistently use the facilities. The performance against this indicator compares favourably against the seven benchmarking authorities whose performance ranges from 11.12% to 24.11%.

2011/12 - Performance increased slightly from 23.2% in 2010/2011 to 23.5% in 2011/2012. The target setting rational for this is based on monitoring an increase on a monthly basis of users engaging with library services. Benchmarking is carried out with the ABC Benchmarking group of similar size authorities across Scotland and with Audit Scotland and Cipfa and West Lothian performs increasingly well in this area.

PI Code & Short Name**CuCS031_9b.1c Library Service - Percentage of available public access computer sessions that are used in libraries.****Description**

This Performance Indicator describes how much the computers in libraries are used against the total availability. A key indicator for public libraries is how much engagement is provided in terms of digital literacy for the West Lothian wide population. This performance indicator covers all libraries and includes libraries located within partnership centres. The indicator gathers the number of available hours of 95 PCs and the number of issues of PCs in libraries and a percentage is calculated from this. There are a number of reasons for this which include the requirement for jobseekers to prove their online job hunting activities and the requirement to find house swap opportunities because of the changes in the welfare system.

CuCS031_9b.1c Library Service - Percentage of available public access computer sessions that are used in libraries.**Trend Chart Commentary:**

2016/17

Target for 2016/17 is 37%

Quarter 2 - Performance has increased to 39.09% in the second quarter remaining above the 37% target.

Quarter 1 - Performance has increased to 37.52% above the target of 37% and 2.91% above the same period last year. The target has been increased to reflect the trends of 2015/2016.

2015/16

Quarter 4 - Performance has dipped slightly to 36.67 but remains above the 34% target.

Quarter 3 - Performance remains encouraging despite a slight drop from quarter 2. This is expected in Quarter 3 given the Christmas and New Year break.

Quarter 2 - Performance improved each month over quarter 2 bringing % PC usage up to 42.37%.

Quarter 1 - Performance decreased very slightly over Quarter 1. A new PC booking system was installed which should give robust performance figures. A total of 68,827 PC hours were available with 23,647 hours being utilised.

2014/15

Quarter 4 - Performance remained consistent from quarter 3. The MyPC booking system was installed over quarter 4 which resulted in increased downtime.

Quarter 3 - Performance decreased to 35.68%, a drop of 5.08% on quarter 2 and is down 13.72% on the same period of 2013/14. This was as a result of IT down time in October and November but picking up again in December.



CULTURE AND LEISURE POLICY DEVELOPMENT AND SCRUTINY PANEL

LEARN TO SWIM PLUS UPDATE

REPORT BY HEAD OF EDUCATION (LEARNING, POLICY AND RESOURCES)

A. PURPOSE OF REPORT

This report is to update members on the Learn To Swim Plus Programme 2015-16.

B. RECOMMENDATION

The panel is invited to note the Learn To Swim Plus Review report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Being honest, open and accountable; making best use of our resources; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	We live longer, healthier lives and have reduced health inequalities.
VI Resources - (Financial, Staffing and Property)	With the exception of transport, the cost of delivering the Learn to Swim Plus model is managed within £87k provided by West Lothian Council to West Lothian Leisure
VII Consideration at PDSP	Underway
VIII Other consultations	Financial Management Unit, West Lothian Leisure, Swim West Lothian

D. TERMS OF REPORT

D.1 Introduction

This is an updated progress report on the continued implementation and delivery of the Learn to Swim Plus (LTS Plus) programme, as presented at the Culture and Leisure PDSP in October 2015.

D.2 From May 2015 – April 2016 a total of 2229 P4 or P5 children were assessed.

- 623 children (28%) were identified as non-swimmers.
- 219 children (35%) took up the offer of LTS Plus swimming lessons.
- After completion of LTS Plus swimming lessons, an additional 112 children could swim at level 3 or above.

Schools have responsibility for issuing the West Lothian Leisure (WLL) letters, offering free swimming lessons, to the parents/carers of children identified as non-swimmers. WLL follow up any non-returns with a phone call and inform schools of the take up response of pupils from their school.

D.3 A small underspend from a swimming budget, enabled a 6 week curricular swim programme to be delivered to P5-7 pupils at Winchburgh Primary School. The school had a high number of non-swimmers identified through their LTS Plus assessment in 2015. The lessons were delivered at Linlithgow Academy by a qualified swim teacher and staff from Winchburgh PS actively supported the lessons. The staff had recently completed a life-saving qualification as part of their professional learning programme.

Through the 2015-16 LTS Plus assessment (Appendix 1) a further 4 primary schools have been identified as having a high percentage of P5 non-swimmers and will receive the offer of a 6 week block of curricular swimming in 2016-17:

- Harrysmuir - 41 out of 64 children could not swim (64%)
- Howden St Andrews – 36 out of 50 children could not swim (72%)
- Knightsridge – 28 out of 38 children could not swim (74%)
- Riverside – 31 out of 38 children could not swim (82%)

E. CONCLUSION

- 2229 children were assessed through the Learn to Swim (LTS) Plus programme.
- A curricular swim programme will be delivered to children from 4 targeted schools which have a high percentage on non-swimmers

F. BACKGROUND REFERENCES

Background reference documents C&L PDSP September 2011

Appendices/Attachments: LTS Plus Non-Swimmer Data

Contact Person: Sheila McEwan, Active Schools Manager, Sheila.mcewan@westlothian.gov.uk

Tel: 01506 281256

James Cameron, Head of Education (Learning, Policy and Resources)

Date of meeting: 13 October 2016

Learn to Swim Plus - Overview of non swimmers

Primary Schools Grouped by Venue	Summer 2011-April 2012			Summer 2012-April 2013			Summer 2013-April 2014			Summer 2014-April 2015			Summer 2015-April 2016		
	Number Assessed	Number of Non Swimmers	%	Number Assessed	Number of Non Swimmers	%	Number Assessed	Number of Non Swimmers	%	Number Assessed	Number of Non Swimmers	%	Number Assessed	Number of Non Swimmers	%
<u>Xcite Armadale</u>															
Armadale	50	17	34%	55	15	27%	64	17	27%	28	19	68%	81	29	36%
Blackridge	26	13	50%	17	8	47%	19	4	21%	20	1	5%	24	11	46%
Eastertoun	49	26	53%	47	14	30%	49	6	12%	37	9	24%	54	6	11%
St Anthony's	24	11	46%	25	12	48%	29	17	59%	63	7	11%	30	8	27%
Westfield	8	4	50%	7	6	86%	5	3	60%	6	3	50%	6	3	50%
<u>Xcite Bathgate</u>															
Balbardie	56	17	30%	54	13	24%	63	20	32%	54	6	11%	54	15	28%
Boghall	33	12	36%	36	16	44%	36	10	28%	30	8	27%	43	20	47%
Seafield	15	9	60%	20	10	50%	17	8	47%	19	4	21%	60	12	20%
Simpson	32	4	13%	40	19	48%	46	5	11%	64	10	16%	15	2	13%
St Columba's	14	1	7%	13	11	85%	17	7	41%	20	8	40%	12	7	58%
St Marys(B'gate)	56	9	16%	49	9	18%	50	6	12%	63	15	24%	63	6	10%
Torphichen	12	2	17%	9	1	11%	10	1	10%	9	0	0%	13	0	0%
Windyknowe	51	7	14%	48	11	23%	54	3	6%	50	6	12%	58	8	14%
<u>Xcite Broxburn</u>															
Broxburn	37	6	16%	52	11	21%	51	4	8%	60	9	15%	51	4	8%
Holy Family	7	2	29%	6	4	67%	13	3	23%	12	6	50%	10	0	0%
Kirkhill	29	15	52%	47	15	32%	36	10	28%	31	8	26%	34	11	32%
Pumpherson	15	5	33%	23	4	17%	25	9	36%	32	6	19%	27	8	30%
St Nicholas	53	2	4%	47	15	32%	62	12	19%	36	10	28%	44	12	27%
Uphall	48	21	44%	37	12	32%	37	9	24%	32	12	38%	46	7	15%
Winchburgh	18	12	67%	8	6	75%	14	7	50%	11	5	45%	14	9	64%
<u>Fauldhouse</u>															
Addiewell	18	12	67%	15	11	73%	18	13	72%	18	6	33%	14	2	14%
Falla Hill	23	10	43%	29	7	24%	22	2	9%	29	6	21%	20	10	50%
Longridge	11	5	45%	20	8	40%	9	4	44%	16	4	25%	11	4	36%
Our Lady's RC	5	2	40%	4	0	0%	4	1	25%	17	2	12%	25	3	12%
St John the Baptist	22	9	41%	29	18	62%	26	11	42%	29	3	10%	25	11	44%
St Thomas RC	2	1	50%	7	7	100%	13	3	23%	5	1	20%	2	0	0%
Stoneyburn	6	2	33%	16	9	56%	13	5	38%	13	4	31%	18	7	39%
Woodmuir	2	0	0%	4	0	0%	6	3	50%	7	3	43%	3	0	0%
<u>Xcite Linlithgow</u>															
Bridgend	7	5	71%	14	9	64%	13	1	8%	15	6	40%	12	5	42%
Linlithgow Bridge	33	2	6%	24	1	4%	28	4	14%	31	3	10%	31	2	6%
Linlithgow	65	10	15%	55	7	13%	56	5	9%	60	6	10%	61	2	3%
Lowport	33	2	6%	31	2	6%	32	2	6%	33	2	6%	27	2	7%
Springfield	48	4	8%	28	1	4%	36	2	6%	45	5	11%	58	2	3%
St Josephs RC(Linlithgow)	34	5	15%	14	2	14%	19	5	26%	17	3	18%	15	3	20%
<u>Xcite Livingston/DCHS/ICHS</u>															
Bankton	23	14	61%	47	23	49%	40	20	50%	39	21	54%	51	26	51%
Bellsquarry	30	1	3%	23	2	9%	22	3	14%	27	11	41%	27	2	7%
Carmondean	63	33	52%	64	21	33%	56	16	29%	40	5	13%	62	20	32%
Deans	18	9	50%	48	14	29%	46	13	28%	30	12	40%	44	11	25%
Dedridge	24	5	21%	22	10	45%	23	8	35%	33	18	55%	28	7	25%
East Calder	51	23	45%	35	6	17%	32	7	22%	35	14	40%	35	5	14%
Harrysmuir	53	9	17%	46	8	17%	55	13	24%	61	26	43%	64	41	64%
Howden St Andrews	21	14	67%	41	22	54%	61	25	41%	38	5	13%	50	36	72%
Kirknewton	28	6	21%	20	12	60%	30	7	23%	28	7	25%	30	2	7%
Knightsridge	35	23	66%	32	4	13%	39	36	92%	43	24	56%	38	28	74%
Letham	27	15	56%	22	13	59%	32	30	94%	30	14	47%	29	14	48%
Livingston Village	35	0	0%	29	1	3%	36	7	19%	32	7	22%	30	10	33%
Meldrum	23	9	39%	29	9	31%	28	6	21%	30	7	23%	29	3	10%
Mid Calder	37	4	11%	41	16	39%	43	16	37%	40	10	25%	40	12	30%
Parkhead P5	51	10	20%	43	20	47%	48	18	38%	53	19	36%	54	19	35%
Peel	59	15	25%	60	16	27%	74	32	43%	45	11	24%	56	14	25%
Riverside	21	13	62%	39	13	33%	34	27	79%	33	23	70%	38	31	82%
St John Ogilvie	54	15	28%	68	17	25%	50	19	38%	47	16	34%	53	15	28%
St Ninians	52	15	29%	46	26	57%	29	16	55%	31	11	35%	36	8	22%
St Pauls	0			22	5	23%	16	4	25%	13	4	31%	11	0	0%
Toronto	0			37	25	68%	34	21	62%	29	21	72%	47	25	53%
Williamston	64	12	19%	65	11	17%	63	6	10%	53	1	2%	47	6	13%
<u>Xcite Whitburn</u>															
Blackburn	4	4	100%	10	4	40%	5	2	40%	3	1	33%	6	0	0%
Croftmalloch	25	14	56%	28	11	39%	30	10	33%	27	5	19%	30	6	20%
Greenrigg	25	2	8%	18	11	61%	16	13	81%	14	4	29%	18	9	50%
Murrayfield	23	11	48%	29	24	83%	41	3	7%	38	22	58%	33	10	30%
Our Lady of Lourdes	12	8	67%	23	12	52%	24	4	17%	17	1	6%	25	4	16%
Polkemmet	21	9	43%	21	13	62%	30	20	67%	22	9	41%	27	9	33%
St Josephs RC(Whitburn)	22	7	32%	31	10	32%	33	3	9%	25	2	8%	45	7	16%
St Marys RC(P'beth) P5	19	6	32%	15	7	47%	14	6	43%	18	11	61%	23	2	9%
Whitdale	49	15	31%	42	18	43%	47	7	15%	55	9	16%	62	10	16%
TOTALS	1911	585	31%	2026	698	34%	2123	640	30%	2041	557	27%	2229	623	28%



CULTURE AND LEISURE POLICY DEVELOPMENT AND SCRUTINY PANEL

WEST LOTHIAN'S GRASSROOTS PUBLIC ART GRANT PROGRAMME

REPORT BY HEAD OF EDUCATION (LEARNING, POLICY AND RESOURCES)

A. PURPOSE OF REPORT

The purpose of this report is to advise the Policy Development and Scrutiny Panel of a relaunch of the West Lothian Grassroots public art grant programme.

B. RECOMMENDATION

To note the draft Grassroots Public Art Grant Programme Guidance and Application Form 2016 in the appendix to this report, in particular the following:

- funding will be made available to constituted groups in West Lothian
- up to a maximum of two awards will be made each year
- awards of up to a maximum of £20,000 will be made

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	<p>Measure of percentage of people who take part in public art activities who agree or strongly agree that public art enhances/improves the natural and built environment</p> <p>Amount of developer contributions and other funding sources brought into the public art fund on an annual basis</p>
V Relevance to Single Outcome Agreement	SOA 4. We live in resilient, cohesive and safe communities. SOA 8. We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.

VI Resources - (Financial, Staffing and Property)	£40,000 in financial year 2016/17 from developer funding accrued to the West Lothian Public Art Fund.
VII Consideration at PDSP	Underway.
VIII Other consultations	Financial Management Unit Planning, Economic Development and Regeneration Services.

D. TERMS OF REPORT

Introduced in 2010, The West Lothian Grassroots Public Art Grant was the council's first grant scheme for public art. Funded by developer contributions, it enabled four local community groups in Armadale, Dedridge, Uphall & Broxburn and Boghall to improve their local environment through public art.

Four projects were developed in partnership with these communities to commission artists to create original public art works. This was supported by a series of public engagement art activities in these local areas which reached 1,911 participants over the life of the projects. The art works were specially commissioned for each area: Armadale developed a Zen Garden; Dedridge created a sculptural art trail along the Dedridge pond; Boghall installed sculptural play furniture in the grounds of the primary school; and Uphall & Broxburn installed a series of shale oil-themed contemporary murals along the main streets of the town. Since that time, public art funding from West Lothian Council has not been made directly available to local groups.

Building upon lessons learned from the original Grassroots grant programme of 2010, the new Grassroots Public Art Grant Programme 2016 will provide an improved and streamlined application process by:

- making applications a one-stage process rather than the original two stages
- allowing for a maximum of up to £20,000 per award
- awarding up to two grants per year in order to maintain a manageable project delivery timeframe within current resources
- placing more emphasis on partnership working and a higher requirement for match funding

E. CONCLUSION

The West Lothian Grassroots Public Art Grant Programme 2016 builds on the successes of the initial Grassroots programme in 2010. The new Grassroots Public Art Grant Programme 2016 will enable local community groups to access funding to create new public art for their local area which is based on community consultation and engagement and which demonstrates a lasting benefit to the community. The grant fund will meet the wider strategic agenda for the sustainable development of public art in West Lothian and the funding will support local communities to develop their capacity for public art project management while improving the local built and natural environments.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

Appendix One: Draft Grassroots Public Art Grant Programme Guidance and Application Form 2016

Contact Person: Camille Archer, Arts Officer (Visual and Public Art),
Camille.archer@westlothian.gov.uk, Tel 01506 773871

James Cameron, Head of Education (Learning, Policy and Resources)

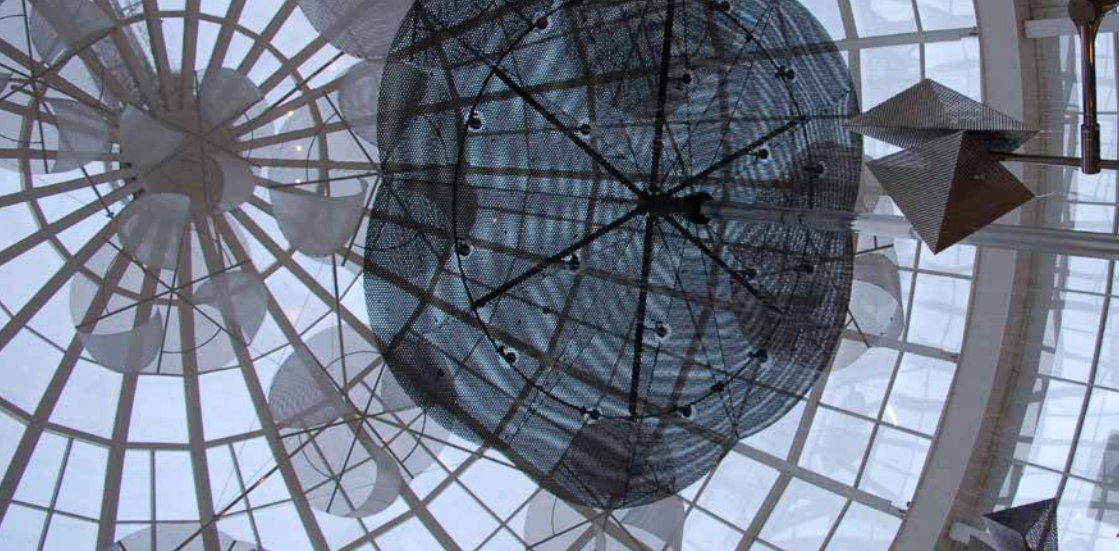
Date of meeting: 13 October 2016

Public **Art** Grant

Grassroots 2



West Lothian
Council



You can improve your local area and realise a dream for your community by working with a professional artist to create a piece of art for a public space. A second phase of the "Grassroots" Public Art Grant scheme is back with funding available for the creation of new public art projects in communities across West Lothian.

"Grassroots 2" Public Art is a grant fund devised to support the creation of new public art in communities across West Lothian. Local groups can apply for a grant of up to £20,000 to create new public art for their local area which is based on community consultation and engagement and which demonstrates a lasting benefit to the community. The result should make people feel better about themselves and their community and artworks must be sited in communal spaces - especially undervalued, unappreciated, unexpected or under used places.

Funding available

- Maximum grant available £20,000
- We can fund up to 75% of the costs of your project
- Applicants may submit one application per financial year
- WLC will award up to 2 awards per financial year
- Applicants must be able to contribute at least 75% towards the cost of the project
- Up to 15% of the total cost of the project can be from in-kind contributions
- Minimum of 10% must be in cash

Funding Criteria

1. Funding is available for voluntary organisations who want to work with a professional artist to create a new piece of public art for their local area.
2. Public art projects must involve significant community consultation and engagement in the development of the art work project and provide a lasting benefit to the local community.
3. Projects must demonstrate a commitment to high quality, creative ideas, visual arts and must involve working with a professional artist.
4. When considering applications for grant assistance, the council will be particularly concerned with the value and relevance to the community of the proposed project.
5. Projects should contribute to the council's outcomes and demonstrate the potential to enhance health, wellbeing, environment, community cohesion, etc
6. Applicants are expected to secure other sources of funding and demonstrate commitment and support from a range of local community sources.
7. Applications will be assessed on both artistic quality and financial viability.
8. Projects should have clearly established and achievable timescales presented in an outline project programme.
9. All projects must be located in West Lothian and applications from SIMD (Scottish Index of Multiple Deprivation) areas such as Blackburn, North Livingston, Polbeth, Bridgend and Breich Valley villages are particularly encouraged / welcome.
10. Proof of permission to use a specific site or space in your community must be provided.
11. Applications must meet the Best Practice In Public Art Project Development recommendations outlined on Page 3.

Funding Guidelines

1. Only voluntary arts organisation based in West Lothian, charities or not-for-profit organisations delivering activities in West Lothian can apply.
2. All groups must be constituted.
3. Organisations applying for grants are expected to demonstrate that they incorporate equal opportunities principles and legislation into their policy and practices. This should be stated in the organisation's constitution.
4. Late applications will not be considered or placed on hold. Any applications received out with the deadline date 1 March 2017 will be returned to the applicant.

5. Funding will not be awarded in retrospect. If you are applying for funds towards an activity that you have already paid your application will be considered to be retrospective and the application will be refused.
6. All information requested in the application form is required before the application will be considered.
7. Completed application forms must be signed by the applicant.
8. Applications must be used for the purpose awarded.
9. We will not fund ongoing organisational costs that are not associated with the project.
10. Funding will be retained by West Lothian Council and released in accordance with agreed project plans and signing of a funding agreement.
11. Funding may be awarded in full or in part.

Best Practice In Public Art Project Development

While we recognise that every public art project is different and there is no single method for commissioning an artist, this “best practice” guidance is intended to provide a useful checklist in the commissioning process. Applicants to the “Grassroots 2” Public Art Grants are expected to have the following in place:

- (i) a Project Plan
- (ii) an Artist’s Brief
- (iii) a Competitive Selection Process

(i) A Project Plan

Applicants should develop a project plan which provides a basic framework for the commissioning of the proposed public art. The plan should include:

- an outline of the project including the aims and objectives
- information on the proposed site
- management – who will be responsible for the project
- details of the artist selection and interview process (including anticipated dates)
- a timetable for the project giving an indication of the proposed start date, end date and key milestones

(ii) An Artist’s Brief

Applicants should develop a clear artist’s brief which includes:



- the aims and objectives of the project
- a description of the proposed site along with any physical or technical constraints
- the anticipated role of artist
- the level of local consultation or community engagement expected
- the budget available including where the funding is coming from
- the anticipated timeframe for the project
- details of who will be managing the project
- details of any partners involved
- maintenance or durability requirements
- clarification of work ownership and copyright of the artwork
- selection method and criteria for selection
- submission requirements for artists to apply for your project

(iii) A Competitive Selection Process

Applicants should use an open competition selection process in order to ensure equal opportunities for all artist applicants. This will include:

- A short-list of artists
- Invitation to attend a competitive interview
- Interview by a selection panel
- Membership of the selection panel to include a range of representatives such as the commissioning organisation, a local authority officer, a community representative, other local stakeholders

How to Apply

If you would like to discuss your project and the application process, please contact Camille Archer, Arts Officer (Visual and Public Art) on 01506 773 871.

Next, complete the Application Form, including all of the requested documentataion including your memorandum of association or constitution, and submit it by the deadline.

Your application will be considered by an assessment panel. The final decisions on who will receive funding will be made by West Lothian Council's Public Art Strategy Group.

What Happens to Your Application?

All applications will be acknowledged within 2 two weeks of the closing date.

Applicants will be informed of the panel's decision whether successful or unsuccessful.

Successful applicants will be invited to a series of meetings to ensure a recruitment and project plans are in place prior to receiving funding.



Some useful links

To get your ideas flowing have a look at some of these websites.

www.westlothian.gov.uk/publicart

www.creativescotland.com/funding/archive/public-art-sited

www.jupiterartland.org/

www.thehelix.co.uk/things-to-do/the-kelpies/

www.sustrans.org - public art projects such as the Bathgate face and more

www.bigartmob.com - maps of public art in the UK

www.channel4.com - background information on 'big art' public art project plus lots of good information on public art in general

The "Grassroots 2" Public Art Grant is funded by West Lothian Council's Public Art Fund that is provided from developers contributions and administered by the Public Art Strategy Group.

Acknowledgement of Funding

All groups in receipt of funding will be expected to acknowledge West Lothian Council on all publicity material developed for the project. Some projects may be used by WLC as public art case studies to support the development of future projects.

Deadline for applications

There will be one grant application deadline for the year. The closing date for grant applications is 5pm on 1 March 2017.

For further information

If you need assistance in completing the application form please contact:
Camille Archer, Arts Officer, (Visual and Public Art)
Tel: 01506 773 871 or Camille.archer@westlothian.gov.uk

Grassroots Public Art Grant Application

Please describe your project, referring to the guidance notes and accessment criteria to help you. If you need more space to answer any of the questions please attach another sheet with the appropriate reference letter and question at the top.

Please contact the arts officer to discuss your application if you require any further assistance.

a. Project Outline: Please describe your project outline in 200 words or less.

b. Budget: Please provide a clear breakdown of your anticipated project budget.

Projected project budget breakdown	In- kind contributions	Cash
Artist fees for design time		£
Artist fees for workshop		£
Art materials for public engagement activities		£
Art materials for the final artwork		£
Publicity, printing etc.		£
Planning fees if appropriate		£
Transport		£
Fabrication		£
Installation		£
End of project refreshments		£
Contingency		£
Other sources of funding		£
Other expenses		£
Total		£

c. Meeting 3 areas of activity:

Please describe how your project meets the 3 criteria of: improving health/well-being, caring for the environment and encouraging high artistic quality:

d. Landownership:

Please provide evidence of permission to use the site or space you have selected for this project i.e a letter or email giving you and your group permission to use the site from the landowner, showing their contact details. (Planning Permission: indicate if you think your project will require planning permission eg; if it is located within a conservation area. Contact WLC Development Management on planning@westlothian.gov.uk for advice).

e. Site Images:

Please provide a minimum of 2 images of your selected site/ space as attachments or embedded in this document of your selected site/location.

f. Caring for your Artwork:

Please describe how you, as the commissioner and owner of a new artwork, how you will undertake maintenance:

g. Project Management:

Please describe how will your project be managed the roles and responsibilities of the people involved:

h. Timescales: Please describe your anticipated timetable of the project:

i. Risks:

Please describe what you anticipate are some of the risks associated with your project and how you will go about addressing or minimising them:

j. Participants and Partners:

Please tell us about the groups you will be working with in your community as well as other partner organisations who will be supporting your project either by in-kind or funding support.

K. Please tell us anything else about your project that you think would help us assess your application. Completing this category of information is optional.

Please submit your application by 5pm on 1 March 2017

Email to the following address:
arts@westlothian.gov.uk

Please write in as the subject title:
"Grassroots 2" Public Art Grant Application 2016
-Include the name of your organisation here.

For the Attention of:
Camille Archer - Arts Officer (Visual and Public Art)

NB: Please be sure to label all of the documents submitted with the name of your organisation so that your files can be accurately assessed.





CULTURE AND LEISURE POLICY DEVELOPMENT AND SCRUTINY PANEL

UPDATE ON FIVE PUBLIC ART DEVELOPMENTS: ARMADALE, BOGHALL, LINLITHGOW, LIVINGSTON & TORPHICHEN WITH CONTRIBUTIONS FROM WEST LOTHIAN PUBLIC ART FUND

REPORT BY HEAD OF EDUCATION (LEARNING, POLICY AND RESOURCES)

A. PURPOSE OF REPORT

The purpose of this report is to update the panel on progress with five public art developments in Livingston, Boghall, Armadale, Torphichen and Linlithgow and seek an additional sum from the Public Art Fund towards restoration of the Cross Well in Linlithgow.

B. RECOMMENDATION

It is recommended that the panel:

- 1) notes the update report and
- 2) agrees that a recommendation is made to Council Executive for an additional £12,500 from the council's Public Art Fund towards the cost of restoration of the Cross Well, Linlithgow.

C. SUMMARY OF IMPLICATIONS

I Council Values

Focusing on our customers' needs;
Being honest, open and accountable;
Providing equality of opportunities;
Making best use of our resources;
Working in partnership

II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)

The Public Art Strategy 2014/18 outlines the council commitment to deliver its commitment to provision of public engagement, conservation and commissioning of public art works across West Lothian.

The adopted West Lothian Local Plan requires developers of larger housing and retail schemes to fund or contribute to the cost of works of public art.

III Implications for Scheme of Delegations to Officers

None

IV Impact on performance and performance Indicators

Performance indicator CRACS015: percentage of customers who agree that Public Art can

	enhance natural and built environments. Performance indicator CRACS075: amount of developer contributions and other funding sources brought into the Public Art Fund on an annual basis.
V Relevance to Single Outcome Agreement	SOA 4. We live in resilient, cohesive and safe communities. Outcome 8: We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI Resources - (Financial, Staffing and Property)	Developer contribution funded West Lothian Public Art Fund which has leveraged match funding within existing resources.
VII Consideration at PDSP	Underway.
VIII Other consultations	Planning Services, NETS Land & Countryside Services, Sustrans, Boghall Community Wing Drop-In Service.

D. Background

D1 The council has a commitment to providing public art within its revised Public Art Strategy (2014/18) and the adopted West Lothian Local Plan (2009). Developer contributions, leveraged by the adopted Supplementary Planning Guidance (SPG) for Public Art (revised 2014), funds are accrued to the West Lothian Public Art Fund. The SPG only relates to residential and retail developments and other public buildings such as schools, while employment developments and public housing are exempt.

D2 West Lothian Public Art Fund

The majority of the West Lothian Public Art Fund is reserved for specific developments including the relaunch of the Grassroots Public Art Grant Fund. 10% of the fund is set aside for maintenance and conservation following a programme of annual inspections by the council's Structures Unit. In April 2015 council approved a small proportion of the fund to be used to support small projects identified by the Public Art Strategy Group (PASG). Five public art developments were identified by the PASG in 2015 and a budget of £50,000 from the Public Art Fund was used to leverage match funding for each of these five developments. Their details are as follows:

D3 Livingston

Following recommendations in the adopted West Lothian Open Space Strategy to revitalise Almondvale Park, the council has invested £450,000 in the park project in order to create a more accessible, welcoming, wildlife-rich and fitting open space for the centre of Livingston. The council was also awarded £80,000 for this project by Sustrans. Based on extensive community consultation for the project, the underpasses were identified as barriers to walking and cycling in the park, as they were considered intimidating due to graffiti, poor lighting and a general lack of maintenance.

£20,000 from NETs Almondvale Park budget and £10,000 from the Public Art Fund has been spent on this civic space improvement initiative and the project is now complete. The underpasses have been completely revitalised by the installation of public art works which were developed through a series of ten community engagement

sessions involving local young people, local schools and community groups in the Livingston area. 185 people participated in the sessions and were given the opportunity to influence the design and painting processes. The launch event was held on 24 July 2016 and maps showing the locations of the artworks are available to the public free of charge.

D4 Boghall

The Boghall Community Wing is managed by the Boghall Drop-In Centre and serves as a base for agencies to work in partnership and provide a range of services to the Boghall community. Boghall Drop-In staff wanted to improve the aesthetics and visual amenity of the Boghall Community Wing by engaging with local people who use the venue in the development of a public art project. This project was awarded £10,000 from the West Lothian Public Art Fund.

Boghall Drop-In Centre subsequently applied to Creative Scotland for additional grant funding using the £10,000 contribution from the Public Art Fund as match funding. However, their grant application was unsuccessful. The development of the public art project was delayed while an application to the Big Lottery Fund for organisational funding was secured. The Boghall Drop-In has recently secured funding from the Big Lottery Fund which will not only support organisation over the next 3 years but also assist with the development of the new public art project.

There is continued aspiration to work with an artist who will develop community engagement activities which will lead to the design and installation of permanent or semi-permanent murals on prominent wall spaces in the Boghall Community Wing. The selected artist will also be responsible for undertaking a series of public engagement activities which are tailored to the various age groups who use the venue. These community engagement sessions will provide the artist with ideas to create the final art works for the selected spaces.

D5 Armadale

As part of the original National Cycle Route 75 between Bathgate and Airdrie, Sustrans, who sponsored the route, installed numerous sculptures as points of interest along the way. With the reinstatement of the rail line in 2010, many of these sculptures were removed.

Armadale Community Council approached Sustrans to replace the “Keyhole” sculpture which stood near Station Road, Armadale. The original site for the art work, to the west of Station Road, is on land owned by the CDA owners but became difficult to secure. It is now proposed that the site for reinstallation of the public artwork be located further east on the national cycleway on land owned by Central Scotland Green Network Trust.

Sustrans identified approximately £8,000 to contribute to this project and approached the council for partnership funding. A £10,000 contribution from the Public Art Fund has enabled the original artist, Jeremy Cunningham, to carry out consultation with the community council and local residents on what form a replacement art work should take. The artist has progressed design ideas with the local community and has recently completed a series of community engagement workshop. This included sessions for senior art and design pupils at Armadale Academy to create plaster sculptures based on the delicate life forms that have survived in the fossil records for the Armadale area and workshops with local mother and toddler groups. The artist has now refined his design and has a final proposal of a sculptural seating artwork called *Equinox Keyhole*. The artwork will be installed following the granting of planning permission.

D6 Torphichen

The Schedule of West Lothian Public Art Works includes several historic wells including The Jubilee Well in the Torphichen Village conservation area. The well is in poor repair and a specialist conservation report undertaken in 2014 indicated repairs, new stone carving works and a new roof would be necessary. An application to the Villages Improvement Fund for £20,000 was approved in June 2015 in addition to a £10,000 contribution from the Public Art Fund. Tenders have recently been returned and the project is within the £30,000 budget and work on site has started.

Community Arts has secured a separate, but related, £10,000 grant from the Heritage Lottery Fund for *Wells, Walks and Water*: a local heritage project which will run until early 2018.

D7 Linlithgow

The B listed Cross Well in Linlithgow is on the Schedule of West Lothian Public Art Works. A specialist conservation report carried out in 2011 assessed various stonework repairs would cost approximately £60,000. Consideration has been given to reinstalling floodlighting and restoring the well to working condition. However, tenders have recently been returned and the approximate total cost, including fees, is £65,000.

The Linlithgow Town Centre Management Group has provided £40,000 towards the renovation and Linlithgow BID will take responsibility for the annual maintenance of the well. A contribution of £10,000 from the Public Art Fund and a small local bursary of £2,500 has also been secured. Approaches to the Heritage Lottery Fund and West Lothian Land Trust were unsuccessful. Consequently, an additional £12,500 is requested from the Public Art Fund towards the cost of restoration.

E. CONCLUSION

Funding from the Public Art Fund has not only supported the five projects outlined above but has also enabled the council to leverage in significant additional funding from various other sources. The continued engagement and involvement of the local community in the design, creation and maintenance of public art works makes a valuable contribution to West Lothian's natural and built environment.

F. BACKGROUND REFERENCES

None

Appendices / Attachments: None

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James Cameron

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13 October 2016

CULTURE AND LEISURE PDSP WORKPLAN

	TITLE	PURPOSE	LEAD OFFICER	FREQUENCY	PDSP	COUNCIL EXECUTIVE
1	Performance Report – Community Arts	To provide an update on Community Arts activities and performance and highlight notable achievements and developments.	Laura Tyrrell	Every fourth PDSP	13/10/16	No
2	Performance Report – Libraries	To provide an update on the performance and achievements of the Library and Heritage Services over the previous six months.	Ann Marie Vance	Every fourth PDSP	13/10/16	No
3	Update on LTS Plus	To update members on the learning to swim programme.	Sheila McEwan	Yearly	13/10/16	No
4	Grassroots Public Art Grant Programme	To advise the PDSP of the relaunch of the Grassroots Public Art Grant Fund to enable new public art projects across West Lothian.	Laura Tyrrell	One Off	13/10/16	No
5	Public Art Developments	To update members on public arts developments.	Laura Tyrrell	On Off	13/10/16	No
6	Modernisation of Frontline Services	To advise the PDSP of progress in implementing changes to the way frontline services are delivered.	Karen Cawte	One Off	21/11/16	Yes
7	Performance Report – Adult Learning	To provide an update on Adult Learning and service delivery as per the Management Plan.	Neil Sharp	Every fourth PDSP	08/12/16	No
8	Performance Report – Community Youth Services	To provide an update on progress with the delivery of the management plan in relation to community youth services.	Beverley Akinlami	Every fourth PDSP	08/12/16	No
9	Community Facilities Report	To provide an update on progress with the capital investment programme in relation to community facilities.	Paul Stark	Bi-annual	08/12/16	No

DATA LABEL : OFFICIAL

CULTURE AND LEISURE PDSP WORKPLAN

	TITLE	PURPOSE	LEAD OFFICER	FREQUENCY	PDSP	COUNCIL EXECUTIVE
10	Youth Music Initiative Year 13 Review	To provide an update on activity that took place in schools during Year 13 YMI (academic year15/16)	Laura Tyrrell	Annual	08/12/16	No
11	Performance Report – Community and Leisure Services	To facilitate scrutiny of Community and Leisure activities and performance in the last six month period and to highlight the impact of the service.	Neil Sharp	Every fourth PDSP	02/02/17	No
12	Performance Report – Low Port Centre	To facilitate scrutiny of Low Port Centre activities and performance in the last six month period and to highlight the impact of the service.	Paul Stark	Every fourth PDSP	02/02/17	No
13	Scottish Book Week	To highlight the range of activities.	Ann Marie Vance	Yearly	02/02/17	No
14	Performance Report – Community Arts	To provide an update on Community Arts activities and performance and highlight notable achievements and developments	Laura Tyrrell	Every fourth PDSP	13/04/17	No
15	Performance Report – Libraries	To provide an update on the performance and achievements of the Library and Heritage Services over the previous six months.	Ann Marie Vance	Every fourth PDSP	13/04/17	No
16	Annual Twinning Report	To provide an update on Twinning programme and exchange with our partners.	Gordon Connolly	Yearly	13/04/17	Yes
17	Management Plan – Housing Building and Community Services	To report on main activities and actions to be delivered by the service in 2017/18.	Alistair Shaw	Yearly	13/04/17	No
18	Performance Report – Community Learning & Development Services	To provide an update on Community Learning & Development activities and performance and to highlight the impact of the service.	Ian McIntosh	Every fourth PDSP	01/06/17	No

DATA LABEL : OFFICIAL

CULTURE AND LEISURE PDSP WORKPLAN

	TITLE	PURPOSE	LEAD OFFICER	FREQUENCY	PDSP	COUNCIL EXECUTIVE
19	Performance Report – Community Youth Services	To provide an update on progress with the delivery of the management plan in relation to community youth services.	Beverley Akinlami	Every fourth PDSP	01/06/17	No
20	Performance Report – Adult Basic Education	To provide an update on progress on service delivery as per the Management Plan.	Jenny Reekie	Every fourth PDSP	01/06/17	No
21	Community Facilities Report	To provide an update on progress with the capital investment programme in relation to community facilities.	Paul Stark	Bi-annual	01/06/17	No
22	Arts Grant	To update panel on the Arts Grant Scheme and the grants awarded in the previous year.	Laura Tyrrell	Yearly	01/06/17	No
23	Sports Grant	To update panel on the Sports Grant Scheme and the grants awarded in the previous year.	Paul Stark	Yearly	01/06/17	No
24	WL – Games Legacy Report	Post Games Report 3.	Paul Stark	Fourth Quarter of 2016	To be confirmed	No
25	WL – Games Legacy Report	Post Games Report 4.	Paul Stark	Fourth Quarter of 2017	To be confirmed	No
26	WL – Games Legacy Report	Post Games Report 5.	Paul Stark	Fourth Quarter of 2018	To be confirmed	No
27	WL – Games Legacy Report	Post Games Report 6.	Paul Stark	Fourth Quarter of 2019	To be confirmed	No

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